Welcome to PAX East 2012

Dear PAX Exhibitor,

Thank you for deciding to exhibit with us at our PAX East 2012! We greatly appreciate your business and we are working tirelessly to ensure that your exhibition experience with us is nothing but top notch.

This Exhibitor Information Manual provides all the information you need to get your exhibition experience off to a great start. Everything you need for a successful show is here, including important deadlines, contact information and official contractor services.

As always, our goal is to provide excellent customer service to help you have a great show. If you have any set up questions for which you don't find answers, just call us on the **Exhibitor Manual Hotline at (877) 674-8241 or you can reach our Operations Manager, Liz Migliano at (203) 840-5936.** Our customer service representatives are there to assist you and answer any questions that may not be covered in this manual. Also, please do not hesitate to contact me directly with any questions, comments or suggestions you may have.

We look forward to seeing you in Boston Spring 2012!

Sincerely,

Bill Butler
Director of Sales & Industry Development, PAX
(203) 840-5350
bbutler@reedexpo.com

PAX 2012

Exhibition Hall Booth Guidelines

Questions? Contact: Liz Migliano
lmigliano@reedexpo.com
203-840-5936

BCEC Exhibitor Move-In Procedures

- ALL Exhibitor move in is restricted to the BCEC Loading Dock
- NO exhibitor will be allowed access with any move in materials via Westin Boston Waterfront Entrance.

IMPORTANT! Exhibitor Badge Protocol

- No Transfers of Exhibitor Badges. Exhibitor badges are not transferable by Exhibitor and may only be used by Exhibitor's employees, agents or representatives providing services at Exhibitor's licensed space (the "Permitted Badge Holders"). Any transfer, or attempt to transfer, an exhibitor badge to a person who is not a Permitted Badge Holder, whether or not for consideration, is a material breach of these Rules and Regulations and may result in the immediate termination of this License and/or a ban from future Reed Exhibitions events. In the event of such breach, Management may thereupon direct Exhibitor forthwith to remove its employees, agents and representatives and all of its articles of merchandise and other personal property from the space licensed and from the Exhibition hall. Exhibitor shall not be entitled to any refund from Management upon Exhibitor's removal from Show. Management's decision as to who qualifies as a Permitted Badge Holder shall be final."

Booth Guidelines

- Speakers and lights should be positioned so as to direct sound and light into the booth rather than into the aisle. Sound demonstrations and lights should remain at a reasonable level and not disrupt neighboring exhibitors. **No powered microphones or bullhorns**; if you want to address a large number of people at once, inquire about booking a panel room
- All exposed parts of constructed displays must be finished to present an attractive appearance when viewed from the aisles or adjoining booths.
- Please note that lighting within the exhibition hall will be dimmed to approximately 30% of capacity.
- Hazardous operations, including the use of flammable, explosive, or toxic materials are not permitted. Due to facility regulations, the following items are not permitted on the show floor: stickers, adhesive-backed decals, glitter, confetti, and helium balloons.
- Please refrain from handing out swag items such as stickers, projectiles helium balloons noisemakers and gum
- If possible, please do not conduct raffles. The potential crowd surges that may occur as a result are an area of concern for our fire marshal
- **PAX has a strict "no booth babe" policy.** Simply put, show management--and PAX attendees--don't want scantily clad models on the show floor. Show management will remove booth babes from PAX and confiscate their badges without refund. Booth babes are identified by tight clothing, visible cleavage, high heels, bottoms shorter than 4" above the knee, and other such attire intended to attract attention via sex appeal. Whether a person is a booth babe or not is entirely up to show management. The only possible exception to this policy are costumes representative of in-game playable characters (Lara Croft, for example). If your booth plan includes hiring models or having costumed characters in your booth, contact paxsales@paxteam.com in order to apply for approval.
- Items that present a hazard to attendees (e.g. knives, guns, weapons, etc.) are not permitted.
- Please note that double decker booths are prohibited

Height

- Any booth structure taller than 18 feet must be pre-approved by PAX. Submit plans to lmigliano@reedexpo.com.

Booth Enclosures

- Any booth that has any material or object placed over or upon the exhibit is considered a covered booth (e.g. roof, canopy, tent, moss fabric, etc.).
- Covered booths between 100 and 299 square feet:
  - Your booth plan must be reviewed and approved by both PAX and the City of Boston Fire Marshal.
  - A minimum of 1 "2A 10BC" rated fire extinguisher must be placed within the covered area.
  - A smoke detector must be placed at the highest point of each covered area.
  - There must be a means of turning off electrical power to the booth during non-show hours.
- For covered booths greater than 300 square feet, contact lmigliano@reedexpo.com for requirements.

Food and Beverage

- Subject to prior approval, those who manufacture, process, or distribute food as their normal course of business and wish to distribute food or beverage samples, may be allowed. This is provided that food samples are not larger than bite-size and beverages are no larger than three ounces. Please contact lmigliano@reedexpo.com for prior approval of food and beverage distribution.
- Exhibitors that do not manufacture, process, or distribute food as their normal course of business that would like to distribute food items must purchase these items from Levy Restaurants. No selling of food or beverage is permitted. Contact Lauren at LJoyce@levyrestaurants.com for details.

Hanging Signage

- There must be 4' of clearance from the top of the booth to the bottom of the sign
- Top of sign may not exceed 30' from floor
- Signs with any dimension greater than 20' must be pre-approved by PAX and the venue.
- Hanging signs must fit within the footprint of your booth space.
- Exceptions to any of the above must be pre-approved by PAX and the venue

PAX EAST 2012
Boston Convention and Exhibition Center
Boston, MA
April 6-8, 2012

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming ***PAX EAST 2012.*** We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

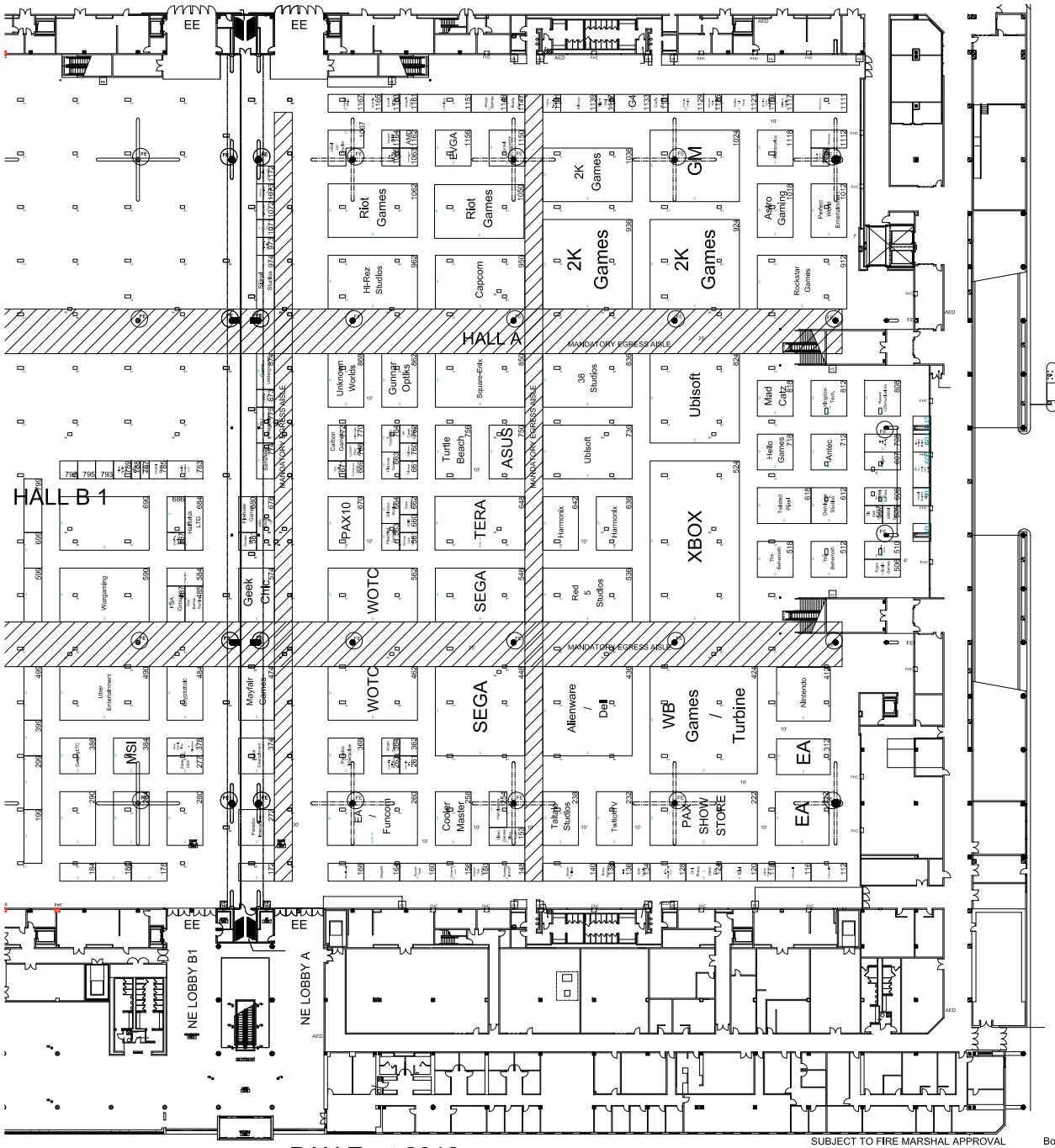
Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's PAX EAST 2012 Customer Service Representative at csboston@brede.com.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

Brede



SUBJECT TO FIRE MARSHAL APPROVAL

PAX East 2012
April 6-8, 2012
Boston Convention & Exhibition Center
Hall A&B - Level Zero
Boston, Mass.

Booths:
5x10 - 2
10x10 - 53
10x15 - 4
10x20 - 43
10x30 - 8
20x20 - 16
20x30 - 18
30x30 - 1
30x50 - 18
40x50 - 1
50x50 - 5
50x90 - 1
60x60 - 1
Speclal - 1

Revlsed: 2-22-12
Revision 6
AE: CH
Drafter: T. Palladlno

Scale: 1/64" = 1'-0"

Freeman EXPOSITION SERVICES
100 INDUSTRIAL PARK ROAD
HINGHAM, MA 02043
781-741-6900 FAX: 781-741-6902

Brede Customer Service

- *781.741.5900 Fax 781.741.5902 e-mail: csboston@brede.com*
- *Office Hours: 8:00 AM - 4:30 PM (eastern time)*
- *No telephone orders accepted; please complete and submit your order and credit card information to Brede.*

Show Management

- Liz Migliano / Operations Manager ~ Reed Expo
- 203.840.5936
- lmigliano@reedexpo.com

Booths

Each 100 sq. ft. of booth space includes:

IMPORTANT: The enclosed Booth Package and Carpet Order Forms *must* be completed by March 1, 2012 to qualify.

- 8' high back drape – Black
- 3' high side drape – Black
- (1) 6' x 30" draped table - Black
- (2) side chairs
- (1) waste basket
- (1) one-line booth ID sign with booth number

**** AS A REMINDER, STANDARD BLACK CARPET IS PROVIDED WITH YOUR BOOTH ****
Carpet padding, additional carpet colors, upgrade carpet (plush and special cut) are available for an additional charge.

Drape Colors: Black

Aisle Carpet Color: Venue aisles are not carpeted

Material Handling

Advance to Warehouse

Late to warehouse charges apply after: **March 28, 2012**

TO: Exhibiting Company Name and Booth #
FOR: PAX EAST 2012
Brede Exposition Services
c/o YRC
95 Concord Street
N. Reading, MA 01864

Direct to Show Site

Exhibitor move-in begins: **April 4, 2012**

TO: Exhibiting Company Name and Booth #
FOR: PAX EAST 2012
c/o Brede Exposition Services
Boston Convention and Exhibition Center
415 Summer Street
Boston, MA 02210

Exhibitor Schedule

Exhibitor Move-in:	Wednesday	April 4, 2012	8:00	AM	—	5:00	PM
	Thursday	April 5, 2012	8:00	AM	—	5:00	PM
	Friday	April 6, 2012	8:00	AM	—	9:00	AM Touch up only
Show Hours:	Friday	April 6, 2012	9:00	AM	—	10:00	AM Press Only
			10:00	AM	—	7:00	PM
	Saturday	April 7, 2012	10:00	AM	—	6:00	PM
	Sunday	April 8, 2012	10:00	AM	—	6:00	PM
Exhibitor Move-out:	Sunday	April 8, 2012	6:00	PM	—	10:00	PM
	Monday	April 9, 2012	8:00	AM	—	5:00	PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **12:30 PM on Monday, April 9, 2012.**

Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.

Find more on Brede.com

phone *781.741.5900*
fax *781.741.5902*
e-mail *csboston@brede.com*

Show Details

Brede EXPOSITION SERVICES

PAX EAST 2012
Boston Convention and Exhibition Center
Boston, MA
April 6-8, 2012

Information Form

Please make your show site representative aware of the following policies.

Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Booth Package & Carpet Order Form	**March 1, 2012**
Electrical / Networking Cords Form	**March 1, 2012**
Booth Furnishings rentals	**March 21, 2012**
Labor & Forklift orders	**March 21, 2012**

Add to my calendar

- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	**March 28, 2012**
Shipments to show site to arrive no sooner than:	**April 4, 2012**

Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless noted on order form.
- No adjustments will be made after close of the show.

Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars ($).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.

Payment & Pricing Policies

Find more on Brede.com

phone 781.741.5900
fax 781.741.5902
e-mail csboston@brede.com

Brede EXPOSITION SERVICES

PAX EAST 2012

Boston Convention and Exhibition Center
Boston, MA
April 6-8, 2012

Required Form

This form must accompany any completed order form(s) submitted to Brede.
Payment Method must be completed to process orders.
Orders received without full payment or credit card information will not be processed.

Add to my calendar

Order Summary

Booth Package & Carpet (Must be returned by March 1st)	$	
Tables & Accessories ***(As a reminder, Standard Black Carpet is provided with your Booth Package)***	$	
Material Handling	$	
Labor	$	
Forklift	$	
Mobile Equipment	$	
POV Cart Service	$	
Graphics	$	
Total Due	$	

Payment Method

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.

☐ Third Party Payer

☐ Tax Exempt
include certificate

Our Federal ID #
04-1157600

☐ Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

☐ Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of $25.00.
- Please include **PAX EAST 2012** and booth number on all payments.

Check Number _____ Dated _____ Amount _____

Exhibiting Company

Company: _____ Contact: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA* ***by fax*** *781.741.5902*

Order Summary / Payment Method

Brede EXPOSITION SERVICES

PAX EAST 2012
Boston Convention and Exhibition Center
Boston, MA
April 6-8, 2012

Required Form

This form must accompany any completed order form(s) submitted to Brede.
A credit card must be on file prior to the delivery of any goods or services.
Orders received without full payment or credit card information will not be processed.

Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

Credit Card

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a $25.00 service charge will be added.

☐ Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

VISA MC AMEX | | | | | | | | | | | | | | | |

EXP | | | |

Credit Card Authorization

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA* ***by fax*** *781.741.5902*

Brede EXPOSITION SERVICES

PAX EAST 2012

Boston Convention and Exhibition Center
Boston, MA
April 6-8, 2012

Order Form

- All exhibitors are required to complete and return this form no later than: ***March 1, 2012***
- After this date, packages will not be available.

Add to my calendar

Booth Package Furnishing

Per 100 sq ft of exhibitor space, PAX will provide at NO CHARGE: (if ordered by March 9th)	Our booth size is: _____ X _____ Quantity Ordering:
(1) 6' x 30" draped table - Black	_____ 6' draped table - Black
(2) side chairs	_____ side chairs
(1) waste basket	_____ waste basket

Booth Package Carpet

Black Booth Carpet will be provided (at no additional charge) by PAX if requested on this form by the deadline date of March 1, 2012
* Please indicate one of the following *

☐ We request PAX provided carpeting Our booth size is: _____ ft x _____ ft

☐ We do not require PAX provided carpet and will be providing our own carpet.
☐ Shipping Direct to Site ☐ Shipping to Warehouse

☐ We want to order an alternate color of Standard Carpeting at the cost of $1.68 per sq. ft.
Our booth size is: _____ ft. x _____ ft.

Select from Colors: ☐ Blue ☐ Teal ☐ Gold ☐ Burgundy ☐ Red ☐ Plum ☐ Grey ☐ Forest Green

☐ We want to order an alternate color of Plush Custom Carpeting at the cost of $ 6.25 per sq. ft.
Our booth size is: _____ ft. x _____ ft.

Select from Colors: ☐ Charcoal ☐ White ☐ Blue Mist ☐ Jade ☐ Grey Pearl ☐ French Beige ☐ Red ☐ Emerald ☐ Black ☐ Colony Blue

Options

☐ Padding under PAX provided carpet at $1.70 per sq. ft _____ X _____ = $ _____

☐ Visqueen Covering at $1.25 per sq. ft. _____ X _____ = $ _____

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____
6.25% MA Tax $ _____
Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA* ***by fax*** *781.741.5902*

Booth Package & Carpet

Order Form

- All exhibitors are required to complete and return this form no later than: ***March 1, 2012***
- ***IMPORTANT NOTE:*** Brede is unable to lay any carpet until the electrical, phone and networking cords have been put in place.

Add to my calendar

**** Please indicate one of the following ****

Electric Cords

☐ We will not have any cords under our carpet. Brede may proceed with laying our carpet.

EAC Carpet Install

☐ We have hired an EAC who will be installing our cords and carpet.

Non-Official Contractor: _____

Contact in Booth: _____

Phone #: _____

* Please be sure to complete the Non-Official Contractor Form in this manual *

Electrical / Networking

☐ Our Electrical / Networking layout is on the attached grid.
We are not using an EAC and authorize Brede to install these items prior to our booth carpet being placed.

- It is important to submit both this form along with the grid from the following page.
- Labor Rates are charged for this service. There is a 1 hr. minimum.

Straight Time	$94.75 per person per hour
Overtime	$184.60 per person per hour

- Cords will be charged at $ 40.00 per cord.
- Brede will install cords during move-in on Wednesday, April 4, 2012

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA* ***by fax*** *781.741.5902*

Electrical / Networking Cords

Brede EXPOSITION SERVICES

PAX EAST 2012
Boston Convention and Exhibition Center
Boston, MA
April 6-8, 2012

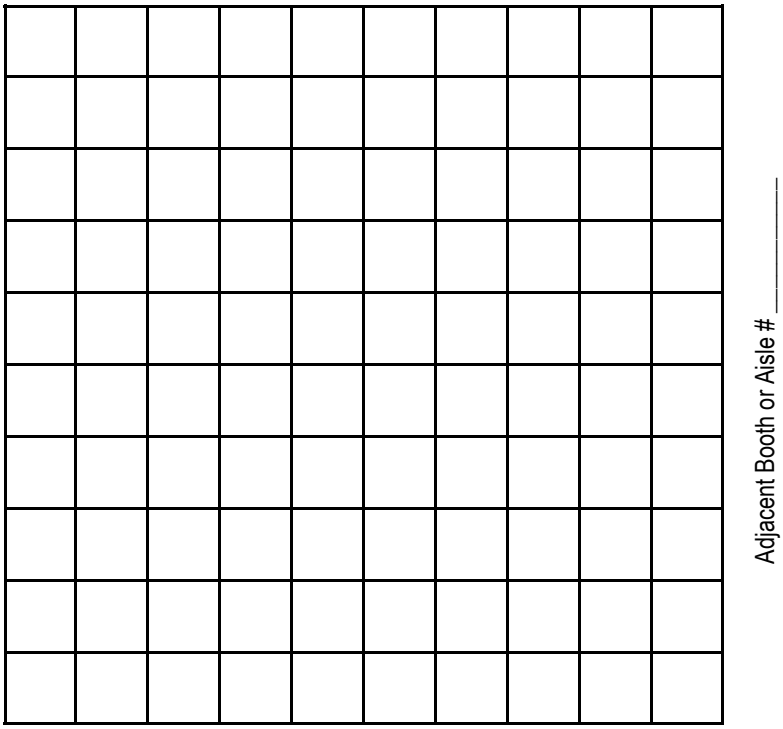
Electrical Floor Plan

IMPORTANT !

Prior to installation of service, a complete floor plan is required. Please utilize this grid to send us.
For a floor plan to be considered complete it **must** include all the information listed below
(Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Size = Booth dimensions (example 10x10) _____. Scale = 1 Box is equal to _____ ft.

X= Main Distribution Location (**MDL)** – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a **"MDL"** before being distributed within your booth.
Example: Storage area, back of booth, etc. (unless specified, the default for the **"MDL"** will be the back of the booth or at MCCA discretion, the most convenient location).
All distribution of services to their final destination within the booth will originate from the **"MDL".**
A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.
T= Location of Telephones, Fax lines or other telecommunications equipment **"T".**
I / H / PC / C= Location of primary Internet Service **"I"**, Hubs **"H"**, Patch Cables **"PC"** and / or Computers **"C"**. In order to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Booth Number
_____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA* ***by fax*** *781.741.5902*

Brede EXPOSITION SERVICES

PAX EAST 2012

Boston Convention and Exhibition Center
Boston, MA
April 6-8, 2012

Order Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.
Enter the Table & Accessories Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 21, 2012

Add to my calendar

Find more on Brede.com

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
____	2' x 2' draped table	$ 94.50	$ 123.00	$ ____
____	4' x 2' draped table	$ 113.25	$ 147.25	$ ____
____	6' x 2' draped table	$ 137.75	$ 179.00	$ ____
____	8' x 2' draped table	$ 162.00	$ 210.75	$ ____
____	4th side drape	$ 49.75	$ 64.75	$ ____
____	2' x 2' undraped table	$ 55.00	$ 71.50	$ ____
____	4' x 2' undraped table	$ 73.00	$ 95.00	$ ____
____	6' x 2' undraped table	$ 86.00	$ 111.50	$ ____
____	8' x 2' undraped table	$ 97.50	$ 126.75	$ ____
42" High Display Tables (includes white vinyl top, 3 side drape)				
____	2' x 2' draped table	$ 110.25	$ 143.00	$ ____
____	4' x 2' draped table	$ 143.00	$ 186.00	$ ____
____	6' x 2' draped table	$ 173.75	$ 226.00	$ ____
____	8' x 2' draped table	$ 194.00	$ 252.00	$ ____
____	4th side drape	$ 58.00	$ 75.75	$ ____
____	2' x 2' undraped table	$ 67.00	$ 87.00	$ ____
____	4' x 2' undraped table	$ 90.00	$ 116.75	$ ____
____	6' x 2' undraped table	$ 101.75	$ 132.25	$ ____
____	8' x 2' undraped table	$ 112.00	$ 145.00	$ ____
12" Tabletop Risers (includes white vinyl top)				
____	4' x 12" draped riser	$ 69.00	$ 90.00	$ ____
____	6' x 12" draped riser	$ 80.00	$ 104.00	$ ____

Accessories

Qty	Item	Advance	Standard	Subtotal
____	Padded Side Chair—Grey	$ 62.50	$ 81.25	$ ____
____	Padded Arm Chair—Grey	$ 77.50	$ 100.50	$ ____
____	Counter Stool with Back	$ 86.00	$ 112.00	$ ____
____	30" Pedestal Table ☐ 30" d ☐ 36" d	$ 115.25	$ 149.00	$ ____
____	42" Pedestal Table ☐ 30" d ☐ 36" d	$ 130.00	$ 165.00	$ ____
____	Coffee Table	$ 88.75	$ 115.25	$ ____
____	Waste basket	$ 23.75	$ 31.00	$ ____
____	Floor Easel	$ 33.50	$ 43.25	$ ____
____	Sign Stand 22" x 28"	$ 79.00	$ 102.50	$ ____
____	Coat Tree	$ 53.00	$ 69.00	$ ____
____	Bag Rack	$ 60.75	$ 78.75	$ ____
____	Waterfall Rack	$ 99.00	$ 129.00	$ ____
____	Literature Rack	$ 115.00	$ 149.50	$ ____
____	Garment Rack	$ 83.75	$ 109.00	$ ____
____	Tackboard 8'x4' (horizontal only)	$ 182.00	$ 236.75	$ ____
____	Perfboard 8' x 4' ☐ horizontal ☐ vertical	$ 182.00	$ 236.75	$ ____
____	3' high drapery (per ft)	$ 16.00	$ 19.50	$ ____
____	8' high drapery (per ft)	$ 20.00	$ 25.00	$ ____

Select Drape Color *(if no color is selected, show colors will prevail.)*

☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Burgundy ☐ White
☐ Red ☐ Plum ☐ Grey ☐ Forest Green

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ ____
6.25% MA Tax $ ____
Table Total $ ____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number ____

Exhibiting Company ____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA* ***by fax*** *781.741.5902*

Tables & Accessories

Information Form

Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below. Please make your show site representative aware of the following policy.

Limitations of Brede Exposition Services' Liability and Responsibility

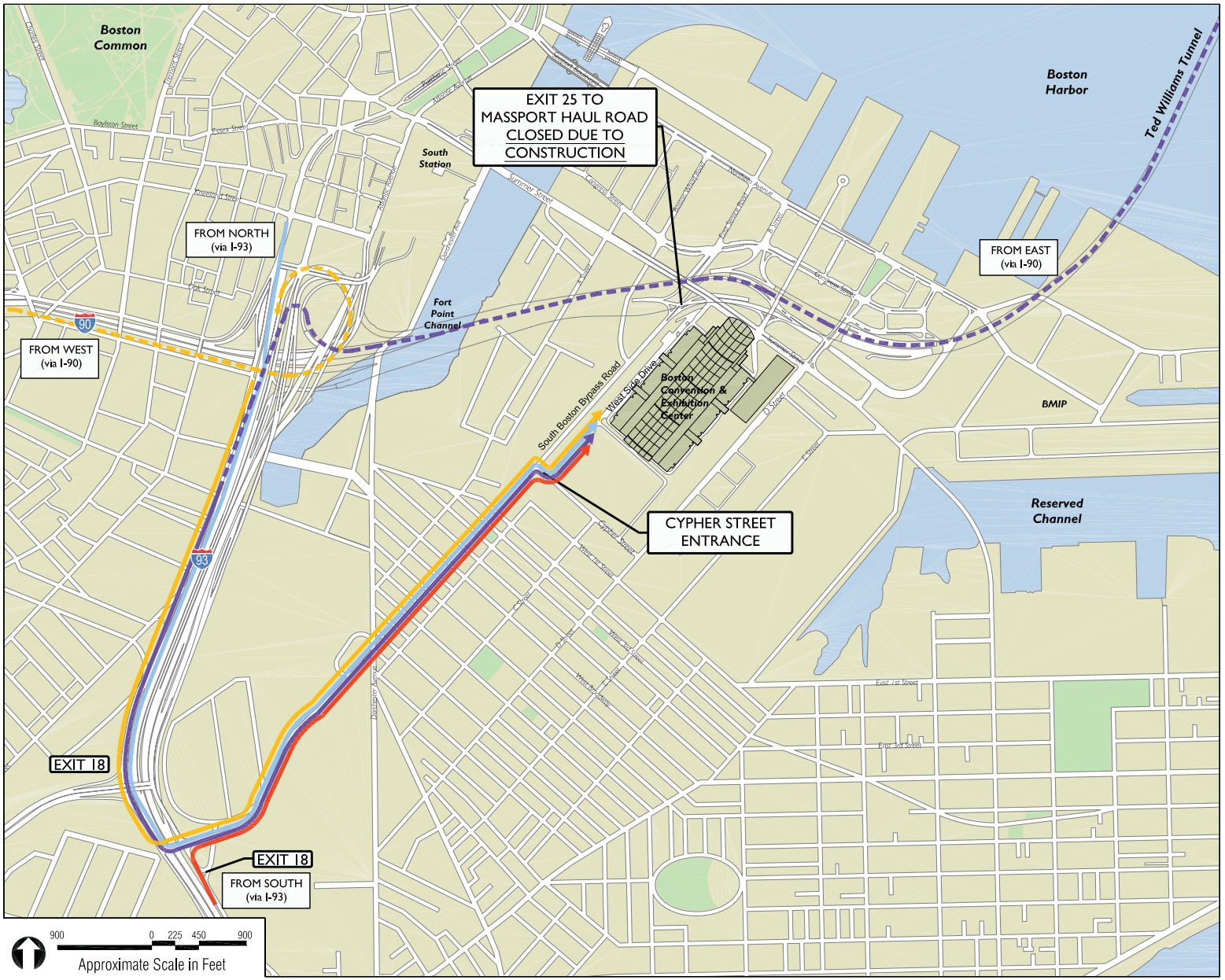
1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to $ .30 per pound per article, with a maximum of $50.00 per item, and a maximum of $1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

    The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

Limits of Liability

phone 781.741.5900
fax 781.741.5902
e-mail csboston@brede.com

Truck/Commercial Vehicle Directions to the Boston Convention & Exhibition Center (BCEC)



From the South
Take I-93 northbound to Exit 18; take a right at second traffic light (South Boston Bypass Road); follow South Boston Bypass Road for approximately one mile; take a right into Cypher Street and a left into West Side Drive.

From the North
Take I-93 Southbound to Exit 18; take a left at second traffic light (South Boston Bypass Road); follow South Boston Bypass Road for approximately one mile; take a right into Cypher Street and a left into West Side Drive.

From the West
Take I-90 Eastbound to I-93 Southbound; take I-93 Southbound to Exit 18; take a left at second traffic light (South Boston Bypass Road); follow South Boston Bypass Road for approximately one mile; take a right into Cypher Street and a left into West Side Drive.

NOTE: This route is a result of the temporary closure (due to construction) of the I-90 Eastbound Exit 25 connection to the Massport Haul Road.

From the East/ Ted Williams Tunnel
Take I-90 Westbound (Ted Williams Tunnel) to I-93 Southbound. Take I-93 Southbound to Exit 18; take a left at second traffic light (South Boston Bypass Road); follow South Boston Bypass Road for approximately one mile; take a right into Cypher Street and a left into West Side Drive.

For more Information:
www.massconvention.com
www.advantageboston.com
(617) 954-2000

Brede EXPOSITION SERVICES

PAX EAST 2012
Boston Convention and Exhibition Center
Boston, MA
April 6-8, 2012

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **March 28, 2012** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.

Find more on Brede.com

phone 781.741.5900
fax 781.741.5902
e-mail csboston@brede.com

Material Handling Information

Brede EXPOSITION SERVICES

PAX EAST 2012

Boston Convention and Exhibition Center
Boston, MA
April 6-8, 2012

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Direct Shipments to Show Site

Deadlines and Info

- Do not ship to the facility prior to **April 4, 2012.** Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Find more on Brede.com

phone *781.741.5900*
fax *781.741.5902*
e-mail *csboston@brede.com*

Material Handling Information

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Material Handling Documentation

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: PAX EAST 2012
Brede Exposition Services
c/o YRC
95 Concord Street
N. Reading, MA 01864

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by March 28, 2012 to avoid late charges.**

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: PAX EAST 2012
c/o Brede Exposition Services
Boston Convention and Exhibition Center
415 Summer Street
Boston, MA 02210

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than April 4, 2012 during move-in hours.**

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth**. Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

Find more on Brede.com

phone 781.741.5900
fax 781.741.5902
e-mail csboston@brede.com

Material Handling Information

Order Form

Submit this form if you will be shipping materials to the advance warehouse or show site.
Use the rates and calculator below to estimate your material handling charges.
Enter the Material Handling Estimate below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Description	***Material Handling Rate*** *Rates below include any applicable OT charges* 200 lb minimum charge
Advance to Warehouse: Crated	$127.30
Direct to Show site: Crated	$122.00
Advance to Warehouse: Special Handling	$159.25
Direct to Show site: Special Handling	$152.50
Direct to Show site: Uncrated, Unskidded, or Wrapped	$191.00
Advance to Warehouse/Direct to Show site: Small Packages	$45.00 *each*
Additional Services	
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after **March 28, 2012** or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	$27.00 *per 100 lbs.*
Special Services. Shipments returned to warehouse will be charged $15.00 per 100 lbs. with a $250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. • Storage fees prior to 30 days before show, or after 3 days following the show are $1.25 per 100 lbs. per day with a $35.00 minimum. On-site container storage for freight brought in by exhibitors is $30.00 per piece.	

Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight *CWT*		Rate *per CWT*		Estimated Cost *200 lb minimum*
					X		=	$
					X		=	$
					X		=	$
Transfer this total to the *Order Summary / Payment* form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.						**TOTAL**		$

Show Site Contact Name _____ Show Site Phone _____

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES
c/o YRC
95 Concord Street
N. Reading, MA 01864

PAX EAST 2012
Boston Convention and Exhibition Center
Boston, MA
April 6-8, 2012

Exhibitor _____

Booth _____

Late to warehouse charges apply after:
March 28, 2012

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES
c/o YRC
95 Concord Street
N. Reading, MA 01864

PAX EAST 2012
Boston Convention and Exhibition Center
Boston, MA
April 6-8, 2012

Exhibitor _____

Booth _____

Late to warehouse charges apply after:
March 28, 2012

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.
Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Boston Convention and Exhibition Center

415 Summer Street

Boston, MA 02210

PAX EAST 2012

Boston Convention and Exhibition Center
Boston, MA
April 6-8, 2012

Exhibitor _____

Booth _____

Exhibitor move-in begins:

April 4, 2012

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Boston Convention and Exhibition Center

415 Summer Street

Boston, MA 02210

PAX EAST 2012

Boston Convention and Exhibition Center
Boston, MA
April 6-8, 2012

Exhibitor _____

Booth _____

Exhibitor move-in begins:

April 4, 2012

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.

Brede EXPOSITION SERVICES

PAX EAST 2012
Boston Convention and Exhibition Center
Boston, MA
April 6-8, 2012

Bill of Lading & Labels Request

Order Form *Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.*

Requests must be submitted by: March 21, 2012

Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- **Do not leave Bills of Lading in your booth!**

Outbound Shipping Information

To: _____

Consigned to (Ship to:) _____

Attention: _____

Destination (Street Address): _____

City: _____ State: _____ Zip: _____

Method

Ground

☐ YRC ☐ Other Ground _____

Air

☐ YRC ☐ Other Air _____ ☐ Next Day ☐ 2nd Day ☐ Deferred

Freight Charges Guaranteed By

Company/Exhibitor: _____

Attention: _____

Permanent Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Shipping Labels Request

Label Request

# of Shipping Labels Requested: _____

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA* ***by fax*** *781.741.5902*

Exhibit Services
Simply reliable success

The expertise of YELLOW and Roadway

YRC is ready to customize transportation solutions for any exhibit shipment, any size load.

With increased reliability, quality and speed, YRC gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC offers Guaranteed Precision,™ Expedited Precision™ and Sealed Exhibit™ security. Specialized Solutions™ and caravan services deliver efficient transportation from show to show.

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on my.yrc.com, and gain online control of your shipment from start to finish.

Be Confident. It's a YRC Delivery.™

The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC is the first and only provider to offer customers a **free inbound guarantee.*** Be confident your booth will arrive on time with YRC.

Gain the on-site advantage

Move in, set up and move out. It's simple when you work with the exhibit experts. YRC professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don't miss the next tradeshow deadline.

Secure success

YRC guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

* Subject to applicable tariffs and Rules and Conditions publications.

yrc.com | 800.531.EXPO (3976)
exhibit.services@yrcw.com

YRC™

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Brede EXPOSITION SERVICES

PAX EAST 2012
Boston Convention and Exhibition Center
Boston, MA
April 6-8, 2012

Information Form

These definitions are provided in order to acquaint you with specific guidelines for labor. Trade shows, conventions, and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition

Material Handling

Exhibitors are allowed to perform their own drayage, provided that their freight is delivered in their privately owned vehicle (POV), they use their own bona fide company employees, and they bring the freight into the building and to their booth. POVs are defined as personally owned vehicles such as cars, vans, station wagons, SUVs, and box trucks less than 24' in length. Pick-ups with trailers attached are not to exceed 24' in length. Exhibitors must be able to unload/load within 20 minutes of positioning at the designated dock. Any vehicles left unattended may be towed. Venue security will strictly enforce the 20 minute time limit.

Freight being delivered to the loading dock by common carrier, van line, or any vehicle other than a POV must be unloaded and delivered by the official drayage contractor. *There is a charge for this service.* Fork lifts, electric pallet jacks, and pallet jacks may be used by the official drayage contractor only.

Booth Labor

Exhibitors are allowed to set-up and or dismantle their own booths, provided they use their own bona fide company employees who will be staffing the exhibit. Please advise them not to bring outside labor of any kind. Exhibitors who employ display houses or exhibit manufacturers to erect or dismantle their booths may have supervision sent in from their supplier. Supervisors of this type cannot physically erect the booth, unless they are members in good standing of Teamsters Local 25.

I. Exhibitors must use their own bona fide personnel or union personnel hired from Brede Exposition Services for installation and dismantling of exhibits.

OR

II. Non-official installation and dismantling contractors may provide supervision. Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must advise Brede Exposition Services in writing, thirty (30) days prior to setup of the show, of their intent to hire an outside installation and dismantle company or exhibit house to supervise, install, and dismantle their exhibit. The *Non-Official Contractor* form must be completed and returned no less than thirty (30) days prior to setup.
- Non-official contractors must furnish proof of adequate insurance, in the form of an original copy of a policy rider listing Brede Exposition Services as an additional insured, furnished by their broker to Brede Exposition Services' office no less than thirty (30) days in advance of actual installation dates.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives or emergency contact.
- All personnel must display proper identification at show site.

This statement and insurance rider are not required by the exhibitors who plan to setup and dismantle their own booths or equipment with their own employees.

Non-official installation and dismantle contractors will be allowed on the exhibit floor only during official installation & dismantling hours, and must be identified with a temporary work pass, either supplied by show management or the official service contractor.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture.

If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and necessary ladders and tools will be provided.

Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.

Find more on Brede.com

phone *781.741.5900*
fax *781.741.5902*
e-mail *csboston@brede.com*

Labor Guidelines: Boston

CERTIFICATE OF INSURANCE **SAMPLE**

DATE(MM/DD/YY)

PRODUCER
INSURANCE AGENT LISTING

For EAC and Exhibitor please be sure to specify the information highlighted on your insurance certificate as shown on this reference Sample.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

EDC COMPANY INFORMATION

COMPANIES AFFORDING COVERAGE

COMPANY **A**	Insurance Company Information
COMPANY **B**	Insurance Company Information
COMPANY **C**	Insurance Company Information
COMPANY **D**	Insurance Company Information

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS		
A	**GENERAL LIABILITY** COMMERCIAL GENERAL LIABILITY CLAIMS MADE ☐ OCCUR _____				**EACH OCCURRENCE** GENERAL AGGREGATE PRODUCTS-COMP/OP AGG PERSONAL & ADV INJURY FIRE DAMAGE (Any one fire) MED EXP (Any one person	$ $ $ $ $	**2,000,000.00**
B C	**AUTOMOBILE LIABILITY** ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS _____				COMBINED SINGLE LIMIT **BODILY INJURY** **(Per person)** **PROPERTY DAMAGE**	$ $ $	 **500,000.00** **500,000.00**
	GARAGE LIABILITY ANY AUTO _____				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EACH ACCIDENT AGGREGATE	$ $ $	
	EXCESS LIABILITY UMBRELLA FORM OTHER THAN UMBRELLA FORM				EACH OCCURRENCE AGGREGATE	$ $	
D	**WORKERS COMPESATION AND EMPLOYERS' LIABILITY** **Workers Compensation Insurance Coverage meeting the requirements established by the State: Massachusetts** THE PROPRIETOR/ PARTNERS/ ☐ INCL EXECUTIVE OFFICERS ARE: ☐ EXCL				**STATUROTY LIMITS** EACH ACCIDENT DISEASE - POLICY LIMIT DISEASE - EACH EMPLOYEE	$ $ $	1,000,000.00 1,000,000.00 1,000,000.00
	OTHER						

For EAC and Exhibitor please be sure to specify the information highlighted on your insurance certificate as shown on this reference Sample.

For EAC and Exhibitor please be sure to specify the information highlighted on your insurance certificate as shown on this reference Sample.

For EAC and Exhibitor please be sure to specify the information highlighted on your insurance certificate as shown on this reference Sample.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

SHOW NAME:

RE: 2012 PAX EAST

ADDITIONAL INSURED:

Reed Exhibitions, Reed Elsevier, Inc., Brede, Massachusetts Convention Center Authority, Boston Convention & Exposition Center (Boston, MA) their directors, officers, agents, employees, members, successors, assigns and affiliates as additional insured.

CERTIFICATE HOLDER

Reed Exhibitions
383 Main Avenue
Norwalk, CT 06851

For EAC and Exhibitor please be sure to specify the information highlighted on your insurance certificate as shown on this reference Sample.

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL ____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT

BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Brede EXPOSITION SERVICES

PAX EAST 2012

Boston Convention and Exhibition Center
Boston, MA
April 6-8, 2012

Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 21, 2012

Add to my calendar

Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent.
- Labor under Brede supervision is straight time when possible.

☐ Check for Brede Supervised Labor

- Brede Supervision costs **30%** of total labor bill.
- There is a **$45.00** minimum charge for supervision per installation and dismantle.

Installation

Shipped:
☐ Warehouse
☐ Show site

Shipment :
☐ Crates
☐ Boxes
☐ Carpet/Pad

Carpet:
☐ From Brede
☐ Shipped
☐ None

Blueprints/Instructions:
☐ Attached
☐ with Display-Crate # _____

Electrical under carpet:
☐ Yes ☐ No

Location: _____

Delivery Date: _____

Special Equipment Required: _____

Dismantle

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Please provide the following information:

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air
Other carrier*: _____

**Show site Bill of Lading prevails.*

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at Brede Service Desk at scheduled time.

☐ Check for Exhibitor Supervised Labor

Show Site Contact: _____

Phone #: _____

Labor Rates

Straight Time *Monday-Friday 8:00a.m.-4:30p.m.*	$94.75 *per person per hour*
Overtime *4:30 p.m.—8:00 a.m. Monday-Friday* *All day Saturday, Sunday,* *and observed union holidays*	$184.60 *per person per hour*

- **One hour minimum** per laborer. Labor is then charged in 1/2 hour increments per laborer.
- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

	Date Time	# Laborers Requested		Est. Hrs. per laborer		Total Hrs.		Rate* per person per hour		Subtotal		Brede Supervision (Subtotal X .30)		Estimated Cost
Installation	_____		X		=		X		=	$	+	$	=	$
Dismantle	_____		X		=		X		=	$	+	$	=	$

Important Notes

- A 20% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA* ***by fax*** *781.741.5902*

Labor

Brede EXPOSITION SERVICES

PAX EAST 2012

Boston Convention and Exhibition Center
Boston, MA
April 6-8, 2012

Order Form

Submit this form if you wish to rent forklift labor from Brede Exposition Services..
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 21, 2012

Add to my calendar

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

*Please call your Brede Customer Service Representative for a quote if you require a **forklift for over 5,000 lbs. capacity, a cage, or a crane.***

Forklift Rates

	Up to 5,000 lbs. capacity forklift & operator per hour	*Helper* per person per hour
Straight Time *Monday-Friday 8:00a.m.-4:30p.m.*	$194.75	$94.75
Overtime *4:30 p.m.—8:00 a.m. Monday-Friday All day Saturday, Sunday, and observed union holidays*	$284.60	$184.60

- **One hour minimum** per laborer.
- Labor is then charged in 1/2 hour increments per laborer.

Order Details

Describe work to be done:

- ☐ Spotting of Equipment
- ☐ Installation/Dismantle of Header
- ☐ Other _____

Please specify other equipment:

- ☐ Straps
- ☐ Chains
- ☐ Fork Extensions

Four (4) Stage Forklift Required: ☐ Yes ☐ No

Contact responsible for move-in: _____ ***Phone #:*** _____

Estimate Costs

	Date Time	*Heaviest Piece* (lbs.)	*# of Forklifts* up to 5,000 lbs. (w/Operator)		*Est. Hrs.* per Forklift		*Rate* per hour		*Estimated Cost*
Installation	_____ _____			X		X	$	=	$
Dismantle	_____ _____			X		X	$	=	$

Important Notes

- 20% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA* ***by fax*** *781.741.5902*

Forklift

Brede EXPOSITION SERVICES

PAX EAST 2012

Boston Convention and Exhibition Center
Boston, MA
April 6-8, 2012

Order Form

Submit this form if you wish to display a vehicle at show site.
This form must be received by Brede prior to vehicles being received.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Add to my calendar

Advance Order Discount Deadline: March 21, 2012

Fire Regulations

- Vehicles may only be displayed in accordance with local fire regulations and with prior approval of PAX East show management
- Fuel supplies in vehicles shall not exceed 1/4 of a tank of gas.
- All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape.

Rates

# Vehicles	Round Trip Spotting Fee	Rate
_____	Cars, small utility vehicles, and vehicles no larger than a passenger SUV (standard SUV no longer than 18')	$ 320.00
_____	Larger trailers, trailers that serve as booth displays, stages, boats, bleachers and any type of trailer that is a passenger SUV.	$ 480.00

Delivery

Please note: Brede will be contacting exhibitors to confirm delivery timing.

- Only vehicles driven into the show under their own power will be charged the above rate
- If vehicles are not moved under their own power, they will be unloaded on a weight basis.
- Material handling rates will apply to any booth material within the vehicles / trailers.
- Additional charges may apply if the use of additional equipment / labor is required.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Subtotal $ _____

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA* ***by fax*** *781.741.5902*

Mobile Equipment

Brede EXPOSITION SERVICES

PAX EAST 2012

Boston Convention and Exhibition Center
Boston, MA
April 6-8, 2012

Order Form

Submit this form if you require POV cart assistance. Use the rates and calculator below to estimate your POV Cart Service charges.
Enter the POV Cart Service estimated total on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Please complete and return by: March 21, 2012
Brede cannot guarantee cart service unless reserved in advance.

Add to my calendar

What is a POV?

- A POV is defined as a personally owned vehicle, such as cars, vans, station wagons, SUVs, and pick-ups. Pick-ups with trailers attached also may not exceed 24' in length. Tractor trailers are not considered POVs.
- POVs must be able to be loaded/unloaded within 20 minutes of positioning at the designated dock area. The **20 minute maximum** is strictly enforced by venue security.
- POVs must be loaded/unloaded by hand without the use of forklifts or special equipment.

What is POV Cart Service?

- POV cart service is offered in order to assist exhibitors with off-loading materials from their POV at the loading dock area.
- Exhibitors using the cart service will be provided a laborer with a flat cart to manually off-load and deliver materials to the exhibitor's booth, based on the 20 minute maximum time frame.

How does it work?

- One person will check in with Brede Loading Dock Manager, who will direct exhibitors to the POV loading/unloading area.
- One person must remain with the vehicle at all times. Any vehicles left unattended at any time in the loading dock area may be towed at the owner's expense.
- A crew will be dispatched to assist loading/unloading on a first come/first serve basis.

	POV Cart Service Rate *per cartload*
Select Service	**Rate**
☐ **One Way**	$98.75
☐ **Two- Way**	$197.50

**Move-out POV Cart Service requires the exhibitor to obtain, complete, and return an outbound Bill of Lading to the Brede Service Desk.*

Calculate Estimated POV Cart Service Charges

	# Cartloads		Rate		Estimated Cost
Move-in		**X**	$	=	$
Move-out		**X**	$	=	$
Transfer this total to the *Order Summary / Payment* form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.			**TOTAL**		$

Show Site Contact Name _____ Show Site Phone _____

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA* ***by fax*** *781.741.5902*

Cart Service

Information Form

Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.

This is not an order form. This service must be ordered on-site.

Notes

- You must sign up for this service and pick up your labels at the Brede Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.
- **There is a one time set up charge of $100.00.**

Storage Rates

Size of Storage Space *sq. ft.*	*Rate* *per day*
0-25	$ 100.00
26-50	$ 150.00
51-100	$ 200.00
101-150	$ 250.00
151-200	$ 300.00

Access Rates

There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

Accessible Storage

phone 781.741.5900
fax 781.741.5902
e-mail csboston@brede.com

DEFINITION

An Exhibitor Appointed Contractor (EAC) is any company other than one of the designated official contractors which an exhibitor wants to employ inside the exhibit hall before, during (by special pass and/or wristband), or after the show (Union Rules and Regulations apply). No permission to use an Exhibitor Appointed Contractor will be given for the performance of the following services:

- Electrical, Plumbing & All Other Utilities
- Drayage / Forklift Operations
- Booth Cleaning
- Security
- Telephone / Communications
- Rigging - Overhead or Genie Lift
- Catering / Food Service

HOW TO GET AUTHORIZATION TO USE AN EXHIBITOR APPOINTED CONTRACTOR (PAX EAST 2012)

IN THE EVENT THE EAC OF RECORD FOR THE BOOTH HIRES NON-OFFICIAL SUB-EAC's THESE SUB-EAC's MUST BE IDENTIFIED TO SHOW MANAGEMENT BY THE EAC OF RECORD AND FOLLOW ALL RULES AND REGULATIONS OUTLINED IN THE EXHIBITOR MANUAL.

We can not accept requests from the 3rd party vendor only from the exhibitor.

1. EXHIBITOR **must submit the online EAC** form provided to Show Management, by the deadline date of **March 5, 2012**
No approvals will be granted for requests received after the deadline.

2. Show Management will send the EAC Agreement, EAC Memorandum, Code of Conduct, sample certificate of insurance, (EAC invoice when applicable) and or the Schedule A to the specified EAC.

3. The EAC will be required to return to Show Management the executed EAC Agreement, Memorandum and Code of Conduct signature pages along with the proper insurance documents by the deadline date **March 21, 2012**

4. The EAC **MUST BE** in good standing with Show Management before the approval process begins.

THIRD PARTY INVOICE BILLING RULES, REGULATIONS AND PRODEDURES

IN ORDER TO ASSIST THE EXHIBITOR IN VERIFYING THE ACCURRACY OF THEIR EXPENSES, A COPY OF THE ORIGINAL INVOICE, IS REQUIRED BY SHOW MANAGEMENT, TO BE SENT TO THE EXHIBITOR OF RECORD FOLLOWING THE CLOSE OF THE SHOW.

WE WILL NOT ACCEPT

- Letters, telephone calls or submissions in any other form.
- Submissions in any form directly from 3rd party vendors/contractors.

WRISTBAND REQUIREMENTS FOR EXHIBITOR APPOINTED CONTRACTORS

1. Each individual affiliated with the EAC must wear a correct wristband, prepared and distributed by Show Management. The EAC wristband must be worn all times during move-in and move-out.

2. The process for EAC wristbands will be sent directly to the EAC by Show Management with instructions on how to pick up wristbands onsite with a copy of a valid ID (driver's license, passport, etc.).

3. EAC personnel who require access during show hours must request a show day wristband a minimum of one day prior to the opening of the show. Proper attire must be worn at all times.

5. EAC wristbands are NOT transferable and must be worn at all times on the wrist. Floor managers will spot check all EACs for adherence to this policy and lost EAC wristbands need to be reported to Show Management immediately. Violation of this policy will result in the termination of the EACs agreement with Show Management and all fees paid by EAC will be forfeited accordingly.

6. EAC must refrain from the use of and access to all public areas and are strictly confined to exhibit floor access during move-in and move-out.

PURPOSE

The purpose of this form is to petition Show Management for approval to use an Exhibitor Appointed Contractor. An Exhibitor Appointed Contractor is defined as any company, other than one of the Official Contractors that an exhibitor wants to use inside the exhibit hall, before, during or after the show. Your submission of the form is a request for approval of an Exhibitor Appointed Contractor by Show management, and a statement of your commitment to purchase services, as outlined, from said contractor, subject to Show Management's approval of the contractor.

Requests to use an Exhibitor Appointed Contractor must be received *at least thirty days prior to the first day of move-in. Properly completed documentation, i.e., signed Agreement, Memorandum, Code of Conduct and Insurance Certificate must be submitted by March 5, 2012.*

If you have any questions regarding this procedure, please call our special EAC hotline at **(203) 840-5890**

CONTRACTOR MUST PROVIDE CERTIFICATE OF INSURANCE

The Exhibitor Appointed Contractor must provide Certificate of Insurance confirming that the EAC has in full force and effect, Worker's Compensation insurance, comprehensive general liability insurance, and automobile liability insurance which meet the following minimum standards:

- Worker's Compensation insurance, providing and meeting the requirements established by the State of Massachusetts. Also must have authorization to do business in the State of Massachusetts.

- Comprehensive general liability Insurance, providing at least $1,000,000 in coverage and naming:
Reed Exhibitions, Reed Elsevier, Inc., Brede, Massachusetts Convention Center Authority, Boston Convention & Exposition Center (Boston, MA) their directors, officers, agents, employees, members, successors, assigns and affiliates as additional insured.
.

- Automobile liability insurance, which includes all owned, non-owned and hired vehicles with minimum limits of $500,000 bodily and $500,000 property damage liability.

RULES AND REGULATIONS GOVERNING EXHIBITOR APPOINTED CONTRACTORS

1. IN ORDER TO ASSIST THE EXHIBITOR IN VERIFYING THE ACCURRACY OF THEIR EXPENSES, A COPY OF THE ORIGINAL INVOICE, IS REQUIRED BY SHOW MANAGEMENT, TO BE SENT TO THE EXHIBITOR OF RECORD FOLLOWING THE CLOSE OF THE SHOW. BY ALL VENDORS.

2. The Exhibitor Appointed Contractor will not solicit business on the show floor at any time, including installation, during the show, and dismantling.

3. The Exhibitor Appointed Contractor will share responsibility, with the Official Contractor, all reasonable costs incurred in connection with his operation, including overtime pay for stewards, security if necessary, restoration of the exhibit hall to its initial condition, custom marking of the floor, etc.

4. The Exhibitor Appointed Contractor will cooperate fully with the Official Contractors and will comply with existing labor regulations or contracts as determined by the commitment made and obligations assumed by Show Management in any contracts with the Official Contractors.

5. The Exhibitor Appointed Contractor will not establish service desks of any type anywhere inside the exhibit hall. The EAC will utilize space as Appointed by Show Management, outside the exhibit hall.

6. Cameras or photography are prohibited on the exhibit floor without permission from Reed Exhibitions. With the approval of Reed Exhibitions, the EAC may photograph only the booth(s) with which they have contractual arrangements.

7. While aisle carpeting is being installed containers, jockey boxes, ladders and the EAC's equipment must be removed completely from the show floor, or be placed inside the booth being installed (if removal will not disrupt or damage the carpet after it is installed), or be placed in the EAC's storage area.

8. Use of electric scooters by EACs is prohibited at all times.

9. EACs are not allowed on the show floor during open days of the show without a special EAC show day pass or wristband. EAC must be dressed in suitable attire at all times.

10. EACs are not authorized to have Exhibitor Badges.

11. The Exhibitor Appointed Contractor will refrain from placing an undue burden on the Official Contractors, especially by not interfering in any way with the Official Contractors' work.

12. **Union Rules and Regulations apply please see Brede Services section for greater detail.**

SHOW MANAGEMENT'S DISCRETIONARY RIGHTS

Show Management reserves the right, in its sole discretion, to withhold approval or to dismiss from the show, any service contractor whose participation in the show may, in the opinion of show management, lead to strikes, picketing, other labor action directed at the show, other disruption of the show, or interference with any of the exhibitors.

PAX EAST 2012 EDC FORM
April 6 – 8, 2012
Boston Convention and Exhibition Center | Boston, Massachusetts

IMPORTANT DEADLINE DATE!

The Confirmation of Commitment to use an Exhibitor Designated Contractor EDC FORM must be received by Show Management on or prior to: March 5, 2012

Exhibitor Customer ID Number: _____ Booth #: _____

Exhibit Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____FAX: _____ E-Mail: _____

Contact Name: _____ Title: _____

Purpose
The purpose of this form is to petition Show Management for approval to use an Exhibitor Designated Contractor. An Exhibitor Designated Contractor is defined as any company, other than one of the Official Contractors that an exhibitor wants to use inside the exhibit hall, before, during or after the show.

Your submission of this form is a request for approval of an Exhibitor Designated Contractor by Show management, and a statement of your commitment to purchase services, as outlined below from said contractor, subject to Show Management's approval of the contractor. Also by signing this form you are acknowledging that both you (the exhibitor) and your selected EDC fully understand the exhibitor manual, all rules and display regulations as well as Union Jurisdictions on this event.

Instructions

YOU MUST . . .
- **Complete both sides of this form and sign.**
- Send back by e-mail or fax so that it is received by the deadline date.
- Use one form for each Exhibitor Designated Contractor you have committed to hire for this show. **If you are using multiple EDCs, please submit one form for each EDC.**

WE WILL NOT ACCEPT . . .
- Letters, telephone calls or submissions in any other form.
- Submissions in any form directly from contractors.

FAX or E-MAIL TO: Reed Exhibitions EDC Department
PAX EAST 2012
383 Main Avenue
Norwalk, CT 06851
EDC HOTLINE: 203-840-5890
FAX TO: 203-840-9890
E-MAIL: edc@reedexpo.com
THIS FORM MAY ONLY BE SUBMITTED BY THE EXHIBITOR. Please be sure to complete both sides of this form.

PAX EAST 2012 EDC FORM

April 6 – 8, 2012
Boston Convention and Exhibition Center
Boston, Massachusetts

EXHIBITOR DESIGNATED CONTRACTOR INFORMATION
Exhibitor Note: You must list here ONLY those companies working for you on-site on your display.

EDC Contractor: _____

Street Address: _____

City: _____ State: _____ Zip: _____

EDC Contact Name: _____ Title: _____

Phone: _____ FAX: _____ E-Mail: _____

Services
Approved Exhibitor Designated Contractors may only perform the following services. Please check the service(s) you wish to purchase from the EDC Contractor:

- ☐ Set-up / Dismantle Labor
- ☐ Booth / Display Rental
- ☐ Photography / Video
- ☐ Floral
- ☐ Other _____
- ☐ Furnishings
- ☐ Personnel / Temporary Staff
- ☐ Signs
  - ☐ Audio / Visual

Please note the following services will be provided **exclusively** by the show's Official Contractors. EDCs are NOT allowed to perform or provide these services:

- Drayage / Fork Lift / Genie Lift Operations/Overhead Rigging
- Electrical Services / Labor/Plumbing Services / Labor
- Telecommunication Services / Labor/Booth Cleaning
- Booth Security/Catering / Food / Beverage Services
- Computer / Business Equipment

Review Process
1. We will review and process all properly submitted EDC Form requests received prior to the end of business **March 5, 2012**
2. Unless the Exhibitor Designated Contractor is ineligible for approval, we will send them an EDC Agreement, Memorandum, Code of Conduct, Schedule (A), Insurance Information, and an invoice for EDC fees.
3. Additional security is required for checking in Exhibitor Designated Contractors and issuance of wristbands (passes). Show rules and regulations regarding wristbands (passes) must be adhered to and enforced by the appointed EDC. Each individual working for an EDC will need to show positive identification at show site to receive wristbands (passes). The wristbands (passes) are not valid for show days. If an EDC requires access during show days, the EDC will need to re-register for new credentials on show site. EDCs are not allowed to have exhibitor badges under any circumstances.

The authorized signature below will confirm that, subject to approval by Show Management, the exhibiting company has committed to use the specified services of the above-named Exhibitor Designated Contractor for this show. Also by signing this form you are acknowledging that both you (the exhibitor) and your selected EDC fully understand the exhibitor manual, all rules and display regulations as well as Union Jurisdictions on this event.

Exhibit Company: _____

Exhibitor Authorizing Signature: _____

Print Contact Name: _____

Title: _____

FAX or E-MAIL TO: Reed Exhibitions EDC Department
PAX EAST 2012
383 Main Avenue
Norwalk, CT 06851
EDC HOTLINE: 203-840-5890
FAX TO: 203-840-9890
E-MAIL: edc@reedexpo.com
THIS FORM MAY ONLY BE SUBMITTED BY THE EXHIBITOR. Please be sure to complete both sides of this form.

Brede EXPOSITION SERVICES

PAX EAST 2012

Boston Convention and Exhibition Center
Boston, MA
April 6-8, 2012

Order Form

Submit this form if you wish to order signage from Brede.
Enter the Graphics Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 21, 2012

Add to my calendar

Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	$ 55.00	$ 71.50	$ _____
_____	14" X 22"	$ 65.00	$ 84.50	$ _____
_____	22" X 28"	$ 95.00	$ 123.50	$ _____
_____	28" X 44"	$ 135.00	$ 175.50	$ _____

Indicate sign copy & layout here

**File conversion, retouching, cloning or color correcting may incur additional labor charges.*

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length		Width	=	Square footage	X	Advance	Standard	=		Subtotal
	X		=		X	$17.25 *per sq. ft.*	$24.00 *per sq. ft.*	=	$	

Ten (10) sq. ft. minimum order

☐ Foamcore ☐ Masonite ☐ PVC ☐ Plexi ☐ Gatorfoam ☐ Other _____

Select one

☐ Vertical
☐ Horizontal

Special instructions

_____
_____
_____

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

6.25% MA Tax $ _____

Signs Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA* ***by fax*** *781.741.5902*

Graphics

Information Form

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

Fire Regulations

Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited .

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.

phone 781.741.5900
fax 781.741.5902
e-mail csboston@brede.com

Bloomin' Exhibits

BREDE/2011

BLOOMIN' EXHIBITS
237 NEW MEDOW ROAD
BARRINGTON, RI 02806-3748
TEL. (401) 247-0590 FAX (401) 245-7719

NAME OF SHOW_____SHOW DATE _____ LOCATION _____

EXHIBITING COMPANY*_____CONTACT PERSON_____BOOTH #_____

COMPANY ADDRESS_____CITY _____STATE____ZIP_____

AUTHORIZED SIGNATURE_____PHONE_____ FAX_____

E-MAIL_____

RENTAL

QTY	ITEM	PRICE	VARIETY (SUBJECT TO AVAILABILITY)	TOTAL
	3' Green Plant	$45.00		
	4' Green Plant	$55.00		
	5' Green Plant	$65.00		
	6' Green Plant	$85.00		

QTY	ITEM	PRICE	VARIETY (SUBJECT TO AVAILABILITY)	TOTAL
	Ivy, Pothos - Med.	$35.00		
	Ferns - Medium	$40.00		
	Ferns - Large	$45.00		
	Bromeliad	$35.00		
	Bubble Bowl	$35.00	8" GLASS	

PURCHASE (FLOWERING)

QTY	ITEM	COLOR & VARIETY (SUBJECT TO AVAILABILITY)	PRICE	TOTAL
	Potted Mums (Yellow, White, Lavender)		$25.00	
	Potted Seasonal Plant		$35.00	
	Floral Arrangement/Seasonal ☐ One Sided ☐ Round		$70.00 +	
	Floral Arrangement/Tropical ☐ One Sided ☐ Round		$80.00+	

PLEASE INCLUDE ORDER FORM WITH CHECK

TOTAL _____

6.25%TAX _____

GRAND TOTAL _____
ON SITE ORDERS 25% HIGHER

SPECIAL REQUESTS

All plants and potted flowers will be in black containers. Others available on request: Basket White

☐ Special Instructions/ Request:___ _____

☐ Please have a designer see us at our exhibit, Date/Time:_____ Representative_____

I authorize Bloomin' Exhibits to charge any additional amounts incurred by me or my show representative. If credit card is declined, Standard Floor pricing prevails and a $25 service charge may be added.

PAYMENT ENCLOSED: ☐ CHECK ☐ MC ☐ VISA ☐ AMEX

CARD # ____ ____ ____ ____ - ____ ____ ____ ____ - ____ ____ ____ ____ Credit card Pin number ____ ____ ____ ____

CARD BILLING NAME:_____ EXP. DATE_____

CARD BILLING ADDRESS:_____ CITY_____ STATE____ ZIP_____

SIGNATURE_____ DATE_____

CONTRACT CONDITIONS: ALL orders must be paid in full prior to delivery. In U.S. funds drawn on U.S. banks. There is a $25 fee for returned checks. Adjustments can not be made after the close of the show. Cancellations must be received in writing 72 hours prior to show set up, or a 50% charge applies; no refund for on-site cancellations. All materials/plants available on rental basis only. Rental items missing from booth at close of show are the responsibility of exhibitor and an additional charge will be applied. All prices include delivery, installation, servicing, decorative containers and removal at end of show. Exhibitor agrees to hold Bloomin' Exhibits harmless for all injury or damage resulting from items supplied by this contract.

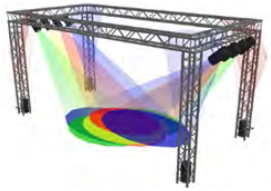
Pleas note: This order form is you invoice. No statement to follow unless specifically requested. IN ADVANCE
*If you are a 3rd party vendor placing the order, please attach a 2nd page with your name, address, phone, fax and email

REACTION AUDIO VISUAL

9951 Muirlands Blvd Irvine, CA 92618

Phone: (949) 600-8235 Fax: (949) 600-8238

Email: Exhibitor@reactionav.com



Exhibitor Audio Visual Order Form

PAX East 2012

Boston Convention & Exhibition Center

April 6th - 8th, 2012

ORDER ON OR BEFORE MARCH 21, 2012 TO AVOID THE 20% LATE ORDER FEE!!!

Customer Delivery Information	
Company Name:	
Onsite Contact:	
Mobile Number:	
Backup Contact:	
Mobile Number:	
Booth Number:	
Deliver Date:	Time:
Pickup Date:	Time:
Email Address:	

Note: Delivery date range is 4/4-4/5. Separate deliveries before 4/4/12 may cost extra.

Customer Payment Information	
Name:	
Company:	
Billing Address:	
City, State, Zip:	
Method of Payment:	
Credit Card Number:	
☐ Visa	☐ AMEX
☐ Master Card	☐ Co. Check
Exp. Date:	
Security Code**:	
Signature:	

* Company Checks must be received 10 days prior to delivery to guarantee order.

** Security code is unembossed 3 digits on back of VISA/MC of 4 digits on from of Amex

Delivery Notes: Client must be present in booth to sign for gear at requested time or re-delivery fee may be incurred. Delivery fee includes basic setup only as defined in our Terms & Conditions. Additional labor is extra and quoted on a case by case basis so that we can provide a cost effective solution.

The delivery time/date requested in the delivery information section above is the target we will aim for but is not guaranteed. Reaction AV does not control the loading dock and delays are possible. Reaction AV cannot be responsible for install crew or rigger costs if they are on stand-by waiting for AV deliveries.

See full Terms & Conditions and Cancellation Policy on reverse

EQUIPMENT (Call us for items not listed)	QUANTITY	RATE	TOTAL
Note: All LCD/Plasma monitors include wall mount adapters and table top stands. Call for measurements.			
21.5'' HD Computer Monitor 1920x1080 Resolution, DVI, VGA, HDMI, speakers		x $ 125.00 =	
24'' HD Computer Monitor 1920x1080 Resolution, DVI, VGA, HDMI, speakers		x $ 245.00 =	
26'' LCD TV/Data Monitor - 1366x768 HD Video 1080i/720p, Component, VGA, HDMI (DVI)		x $ 250.00 =	
32'' LCD TV/Data Monitor - 1366x768 HD Video 1080i/720p, Component, VGA, HDMI (DVI)		x $ 295.00 =	
40'' LCD TV/Data Monitor - 1920x1080 HD Video, HDMI (DVI), Component, VGA		x $ 550.00 =	
52'' LCD TV/Data Monitor - 1920x1080 HD Video, HDMI (DVI) , Component, VGA		x $ 875.00 =	
60'' LCD/Plasma TV/Data Monitor - 1920x1080 HD Video, HDMI (DVI), Component, VGA		x $ 1,395.00 =	
65'' LCD/Plasma TV/Data Monitor - 1920x1080 HD Video, HDMI (DVI), Component, VGA		x $ 1,695.00 =	
7' Dual Pole Stand for Monitor *(Select this is paired with OUR monitor)*		x $ 175.00 =	
7' Dual Pole Stand with New Wall Mount for *YOUR* monitor *(See notes on Terms & Conditions page)*		x $ 350.00 =	
Shelf for Dual Pole Stand (will hold Laptops, DVD Players, etc.)		x $ 50.00 =	
DVD Player - Standard Definition, HDMI, Component, Composite		x $ 65.00 =	
Powered Speaker on Stand (recommended 1 speaker for every 10'x10' section of booth)		x $ 195.00	
Audio Mixer to connect Microphones, DVD Players, etc. to Speakers		x $ 175.00 =	
Wireless Microphone Combo Kit w/ Lavaliere and Hand Held (Call for other options)		x $ 250.00 =	
70" LCD (LED) TV/ Data Monitor- 1920x1080 HD - CALL FOR AVAILABILITY		*x $ CALL US* =	
85" Plasma TV/ Data Monitor- 1920x1080 HD - CALL FOR AVAILABILITY		*x $ CALL US* =	
Barco NX-4, NX-6 & i6BK LED Tiles to build custom LED Walls (flown or ground supported)		*x $ CALL US* =	
Splitters, Distribution Amps, Seamless Switchers, Playback Decks, long cables, etc.- CALL US		*x $ CALL US* =	
Truss and Lighting Systems (flown and ground supported) available. Call for a custom quote.		*x $ CALL US* =	
Apple or PC Laptops and Desktops are available in any configuration. Call for custom quote.		*x $ CALL US* =	
		Subtotal:	
Note: These prices are based upon Reaction selecting type of monitor (LCD, LED or Plasma) and based upon inventory availability. Special requests will be quoted separately. Call us to discuss your booth design and we will help make it great!		20% Late Fee if ordered after 3/21/12 =	
		Delivery charge is 10% of subtotal or $125.00, whichever is greater =	
TO COMPLETE THIS ORDER - FAX (949) 600-8238. If you have any questions call (949) 600-8235.		**Total:** =	

Why should you use Reaction Audio Visual?

We are the official AV company for this event. We have an onsite support team available 24/7, as well as spares of everything we rent. We are a one-stop-shop for all your AV needs, including video, audio, lighting and computer equipment. We can offer discounts on larger orders, and beat any competitors price. Service is our first priotity, and we aim to not only satisfy the order requirements, but to go above and beyond. We include most cables, adaptors and other items at no additional charge.

We rent Flown and Ground Supported Truss/Lighting Systems, HD Projection, LED Video Walls and More! Call for quote!

TERMS AND CONDITIONS OF RENTAL

The client agrees that all electronic equipment can fail without notice due to wear and tear, movement during intallation, or due to inconsistent power provided by venue, and agrees to hold Reaction Audio Visual, LLC. Harmless for any costs or loss of exhibit time due to equipment failure before or during the clients presentation. The only compensation Reaction AV will offer is a pro-rated rental cost reduction based upon the duration of the equipment failure beyond a ninety (90) minute period. If the equipment is mounted in such a way by the client, or by Reaction AV as directed by the client as to limit or delay our ability to replace the item at the time of failure then the item will be replaced at the next available moment and no pro-rate discount can be offered unless no replacement is made available. Renter is responsible for the security and well being of all equipment from the moment delivered (including during drayage/handling by decorators or other 3rd party assigned by client to handle their booth elements) until returned. This includes scratches to monitor screens and bezels, missing remotes or mounting hardware or any other loss or damage regarless of cause. Damages will be charged to the credit card on file. By executing this rental agreement you agree to all terms and conditions on this form.

CANCELLATION POLICY

Availability is NOT guaranteed until order is paid and confirmed. Orders cancelled less than 14 days prior to delivery are subject to a 20% restocking fee. Orders cancelled less than 7 days prior to delivery are subject to a 50% restocking fee. Orders cannot be cancelled on or after the delivery date unless both parties agree. The "Delivery" Date for all booth orders is considered the first setup date that the exhibitor is allowed to setup, or the delivery date requested on this order form. ***NOTE:*** *Client must be in the booth and sign for delivery unless you authorize us to leave the equipment in the booth unsecured. Re-delivery may incurr added charges. Client will also be asked to confirm the condition of the equipment at the time of delivery.*

LABOR POLICY

Reaction AV will perform any and all work that we are ABLE to perform without violation of any union rules or restrictions, and deliver the equipment to your booth. The basic delivery charge includes our techs setting up the monitors on their table top stands and placing them on a client provided surface, or mounting the monitors to a floor stand that WE provide. We will connect the monitor to a local source and remove the empty cases. All other types of installation (mounting monitors on walls, truss, or any other method) is considered advanced installation and must be discussed in advance. If a dedicated tech or technicians are required for this installation then additional charges may apply. Advanced installation is $70/per hour, per technician, in most cases and some minimums may apply. Please call us at 949-600-8235 to discuss your booth. We will work with you to minimize costs but please understand if our techs are going to spend several hours or days assembling the AV in your booth, we must be compensated for this work. We look forward to serving you.

DELIVERY / PICKUP POLICY

Delivery and pickup time under the Delivery Section is not guaranteed. This is the target time and date that we aim for, and in almost all cases its not an issue. However, Reaction AV does not control the dock. We can only estimate when the equipment will be loaded into the facility and delivered to your booth. Please do not schedule riggers or install crew for audio visual without consulting with Reaction AV first. Reaction AV cannot be held responsible for labor costs (or any other costs) for wait/stand-by time if the AV is not delivered to the booth at the exact time requested. We recommend a time buffer between the requested delivery time and the scheduling of any install and dismantle labor (including labor booked through Reaction AV) to ensure the equipment is in the booth before labor arrives.

PLASMA STAND POLICY

We often get questions as to why we rent a 7' Dual Pole Plasma Stand for $175 when paired with our monitor, and $350 when paired with a customer-provided monitor. There are several factors involved. FIRST, the wall mount required to mount your plasma must be a specific brand. Most wall mounts are consumer based, and do not have the proprietary bolt configuration needed to mate the mounting bracket to the floor stand. Our $350 price includes the cost of Reaction AV purchasing or renting the wall mount that works with your specific make/model of TV. There are literally hundreds of different mounts because every plasma manufacturer is different. These new sets also include the screws required to install the mount on the back of your plasma. Many "new, out of the box" plasmas and LCDs do not have the proper mounting screws, so its critical that we purchase the mount with all the screws as a complete set, so that we are not scrambling onsite to make it work for you. SECOND, It takes a considerable amount of time onsite to attach the wall mounts we purchase and provide to the back of your plasma monitor, and then mount the monitor to the stand, run the cables, etc. We have pre-built in the cost of the labor for this service in the rental rate as a per-stand cost. So if you rent 4 stands and our crew several hours to get these installed for you, we have our labor costs covered. THIRD, the cost of shipping LCD stands to/from the event is high. Our $175 rental price we offer when we rent the stand paired with our monitor is actually a subsidized (discounted) rate, because it is paired with other rental equipment. When you order one or more Dual Pole Stands for YOUR monitors we will send you a form to fill out. We just need the make/model/serial numbers of the monitors you are bringing so we can look up the specs and make sure we purchase the correct wall plates.

Noticeably Superior Solutions

24 Hours a Day, 7 Days a Week, 365 Days a Year

A Nationwide Service Network

Nationwide	1-888-CORT-YES
Atlanta Area	(404) 815.8488
Boston Area	(201) 392.0228
Chicago Area	(630) 972.0146
Dallas Area	(214) 638.6101
Las Vegas Area	(702) 362.2552
Los Angeles Area	(714) 517.7400
New Orleans Area	(404) 815.8488
New York Area	(201) 392.0228
Orlando Area	(407) 857.9122
San Francisco Area	(650) 624.0930
Seattle Area	(650) 624.0930
Washington, DC Area	(301) 776.7690

Nationwide Service

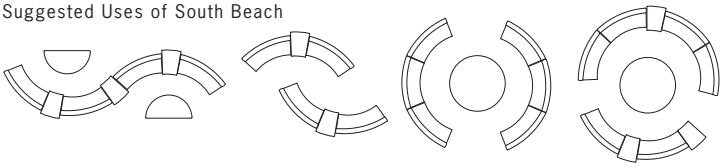
CORT Trade Show Furnishings is proud to offer this collection of the highest quality, design-oriented furnishings. Supported by 12 distribution centers nationwide, with professional staff dedicated to the success of your event, CORT Trade Show Furnishings is the furniture solution.

CORT®
TRADE SHOW
FURNISHINGS

south beach

SO2

Suggested Uses of South Beach



SO1

OTS

t-vac

OCA

panton

SC9

Complementary Items for South Beach Include:

C1E	Silverado Cocktail Table	CG1	Manhattan Glass, Black Table
E1E	Silverado End Table	SC6	Manhattan Oyster Side Chair
WTN	36" Graphite Bar Table, Tulip Chrome Base	OTH	Black Leather Cube
BSN	Jetson Barstool	PWB	Black and Red Pinwheel Ottoman

SED

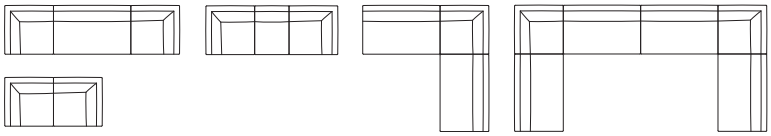
newport

COD

LSD

CHD

Suggested Uses of Newport



Complementary Items for Newport Include:

C1D	Soho Cocktail Table
E1D	Soho End Table
BS3	Grey Ohio Barstool
BR1	Martini Bar

rio

SOK

CHK

Complementary Items for Rio Include:

	Ottomans
C1K	Inspiration Cocktail Table
E1K	Inspiration End Table
SC1	New York Maple, Chrome Chair

cappuccino

OCL

CHQ

astro

SOQ

SON

CHN

Complementary Items for Astro Include:

LAE Orange Lumalight Lamp
CD1 Soho Table

Complementary Items for Marrakesh Include:

VTK 30" Maple Bar Table, Standard Black Base
BSL Gin Barstool
XC4 Altura High Back Chair

marrakesh

LSM

SOM

key west

OCB

MPC

MPS

memphis

(see descriptions for actual size)

SOC

lisbon

CHC

LSC

Complementary Items for Key West Include:

C1M Visions Cherry Cocktail Table
E1M Visions Cherry End Table
CF1 42" Black Geo Conference Table
SC3 Black Brewer Chair
WTB 30" Brushed Red Bar Table, Tulip Chrome Base
BS2 Black Ohio Barstool
LAF Red Lumalight Lamp

Complementary Items for Memphis Include:

E1W Sydney End Table – White
E1Y Sydney End Table – Black
LA1 Pewter Floor Lamp
OSC Cube, White Leather
OTH Cube, Black Leather

Complementary Items for Lisbon Include:

C1C Chrome Geo Cocktail Table
E1C Chrome Geo End Table
LA1 Pewter Floor Lamp
CE1 42" Chrome Geo Conference Table
SC8 Flex Chair, With Wheels
ET2 Black Etagere

Sofas & Sectionals

SO1

SOC

SOQ

SON

SOK

SOM

MPS

SO2

SED

Loveseats

LSD

LSM

LSC

Club Chairs

CHD

COD

CHC

MPC

CHK

CHQ

CHN

Sofas & Sectionals

SO1 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SOC Lisbon Sofa
Black Leather
88"L 36"D 34"H

SOQ Astro Sofa
Cream
83"L 36"D 29"H

SON Marrakesh Sofa
Light Beige
84"L 37"D 34"H

SOK Rio Sofa
Blue Suede
76"L 34"D 33"H

SOM Key West Sofa
Black
85"L 35"D 33"H

MPS Memphis Sofa (Mini Size)
Black
55"L 31"D 28"H

SO2 South Beach 3 pc. Sectional
Platinum Suede
152"L 40"D 33"H

SED Newport 3 pc. Sectional
Charcoal Leather
113"L 34"D 33"H

Loveseats

LSD Newport Loveseat
Charcoal Leather
54"L 34"D 33"H

LSM Key West Loveseat
Black
57"L 35"D 33"H

LSC Lisbon Loveseat
Black Leather
64"L 36"D 34"H

Club Chairs

CHD Newport Armless Chair
Charcoal Leather
24"L 34"D 33"H

COD Newport Corner
Charcoal Leather
34"L 34"D 33"H

CHC Lisbon Chair
Black Leather
40"L 36"D 34"H

MPC Memphis Chair (Mini Size)
Black
27.25"L 31.75"D 27.5"H

CHK Rio Chair
Blue Suede
39"L 34"D 33"H

CHQ Astro Chair
Cream
36"L 36"D 29"H

CHN Marrakesh Chair
Light Beige
34"L 37"D 38"H

Occasional Chairs

CCE

OCA

OCH

OCW

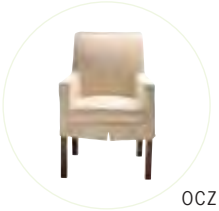
OCU

OCB

OCL

OCY

OCC


OCZ

OCR

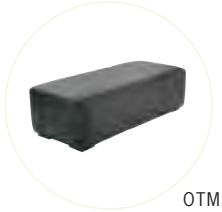
Ottomans

OTS

OTQ

OTN

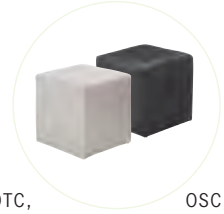
OTP

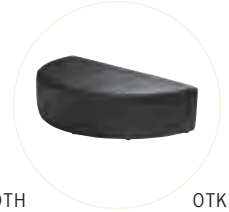

OTM

OSA

OSB

OTE, OTC, OTD


OSC, OTH


OTK

OTL

CCZ

CCB

CCW

PWM

PWB

Occasional Chairs

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Barcelona Chair
Black Leather
30"L 30"D 31"H

OCW Barcelona Chair
White Leather
30"L 30"D 31"H

OCU Globus Chair
White Leather, Chrome
28"L 26"D 28"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

OCL Cappuccino Chair
Chocolate
29"L 29"D 34"H

OCY Stage Chair
Onyx
24"L 26"D 36"H

OCC Stage Chair
Camel
24"L 26"D 36"H

OCZ Stage Chair
Beige
24"L 26"D 36"H

OCR Stage Chair
Red
24"L 26"D 36"H

Ottomans

OTS South Beach Ottoman
Wedge, Platinum Suede
25"L 31"D 18"H

OTQ Square Ottoman
White Leather
40"L 40"D 17"H

OTN Bench Ottoman
White Leather
24"L 60"D 17"H

OTP Square Ottoman
Black Leather
40"L 40"D 17"H

OTM Bench Ottoman
Black Leather
24"L 60"D 17"H

OSA Oval Ottoman
Black
52"L 32"D 19"H

OSB Oval Ottoman
White
52"L 32"D 19"H

OTE Cube
Raspberry
17"L 17"D 18"H

OTC Cube
Lemon
17"L 17"D 18"H

OTD Cube
Blueberry
17"L 17"D 18"H

OSC Cube
White Leather
17"L 17"D 18"H

OTH Cube
Black Leather
17"L 17"D 18"H

OTK Half Round Ottoman
Black Leather
6' L 3'D 17"H

OTL Half Round Ottoman
White Leather
6'L 3'D 17"H

CCZ Circle Ottoman
Black, White Leather
6'L 6'D 17"H

CCB Circle Ottoman
Black Leather
6'L 6'D 17"H

CCW Circle Ottoman
White Leather
6'L 6'D 17"H

PWM Pinwheel Ottoman
Black, White, Red
10'7"L 10'7"D 17"H

PWB Pinwheel Ottoman
Black, Red
10'7"L 10'7"D 17"H

Custom Configurations Available.

Occasional Cocktail Tables

C1E

C1D

C1K

C1F

C1C

C1M

C1W

C1Y

Occasional End Tables

E1E

E1D

E1K

E1F

E1C

E1M

E1W

E1Y

Occasional Cocktail Tables

C1E Silverado Table
36" Round 17"H

C1D Soho Table
Steel Base, Chocolate Top
38"L 38"D 18.5"H

C1K Inspiration Table
42"L 28"D 18"H

C1F Geo Rectangle Table
Glass, Black
50"L 22"D 16"H

C1C Geo Rectangle Table
Glass, Chrome
50"L 22"D 16"H

C1M Visions Table
Cherry
48"L 28"D 17"H

C1W Sydney Table
White
27"L 23"D 22v "H

C1Y Sydney Table
Black
48"L 26"D 18"H

Occasional End Tables

E1E Silverado End Table
24" Round 22"H

E1D Soho End Table
Steel Base, Chocolate Top
26"L 26"D 27"H

E1K Inspiration End Table
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

E1M Visions End Table
Cherry
22"L 24"D 21"H

E1W Sydney End Table
White
27"L 23"D 22"H

E1Y Sydney End Table
Black
27"L 23"D 22"H

Conference Tables

CF2

CE1

CF1

CG1

CE2

6' - CB2
8' - CB3

6' - CD2
8' - CD3

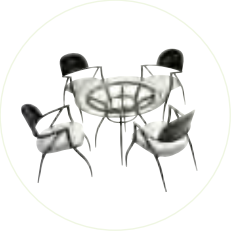
6' - CC6
8' - CC7
10' - CC8

CB1

CD1

CC5

Sample Conference Sets



Conference Tables

CF2 Geo Table
Rectangle Glass, Black
60"L 36"D 29"H

CE1 Geo Table
Square Rounded Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table
Square Rounded Glass, Black
42"L 42"D 29"H

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CE2 Geo Table
Rectangle Glass, Chrome
60"L 36"D 29"H

CB2 Table
6' Graphite Nebula
72"L 36"D 29"H

CB3 Table
8' Graphite Nebula
96"L 36"D 29"H

CD2 Table
6' Grey Nebula
72"L 36"D 29"H

CD3 Table
8' Grey Nebula
96"L 36"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29"H

CC7 Table
8' Mahogany
96"L 48"D 29"H

CC8 Table
10' Mahogany
120"L 48"D 29"H

CB1 Table
Graphite Nebula
42"Round 29"H

CD1 Table
Grey Nebula
42" Round 29"H

CC5 Table
Mahogany
42" Round 29"H

Café Tables

30" - ZTK
36" - ZTP

30" - ZTJ
36" - ZTN

ZTM

ZTE

ZTF

ZTB

ZTC

30" - XTK
36" - XTP

30" - XTJ
36" - XTN

XTM

XTE

XTF

XTB

XTC

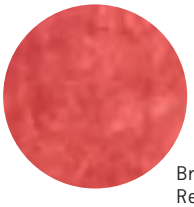
Table Tops

Brandy

Maple

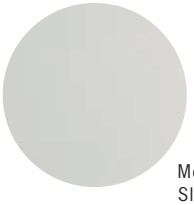
Grey Nebula

Graphite Nebula



Brushed Red

Brushed Blue



Metallic Sliver

Café Tables

ZTK Table
Standard Black Base
Maple Top
30" Round 29"H

ZTP Table
Standard Black Base
Maple Top
36" Round 29"H

ZTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 29"H

ZTN Table
Standard Black Base
Graphite Nebula Top
36" Round 29"H

ZTM Table
Standard Black Base
Grey Nebula Top
36" Round 29"H

ZTE Table
Standard Black Base
Brandy Top
36" Round 29"H

ZTF Table
Standard Black Base
Metallic Silver Top
30" Round 29"H

ZTB Table
Standard Black Base
Brushed Red Top
30" Round 29"H

ZTC Table
Standard Black Base
Brushed Blue Top
30" Round 29"H

XTK Table
Tulip Chrome Base
Maple Top
30" Round 29"H

XTP Table
Tulip Chrome Base
Maple Top
36" Round 29"H

XTJ Table
Tulip Chrome Base
Graphite Nebula Top
30" Round 29"H

XTN Table
Tulip Chrome Base
Graphite Nebula Top
36" Round 29"H

XTM Table
Tulip Chrome Base
Grey Nebula Top
36" Round 29"H

XTE Table
Tulip Chrome Base
Brandy Top
36" Round 29"H

XTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 29"H

XTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 29"H

XTC Table
Tulip Chrome Base
Brushed Blue Top
30" Round 29"H

Table Top Options

Brandy
Maple
Grey Nebula
Graphite Nebula
Brushed Red
Brushed Blue
Metallic Silver

Conference Chairs

SC9

SC8

SC1

SC4

SC6

SC2

SC3

SC5

CO4

XC3

XC2

XC1

XC6

XC5

XC4

OTO

Conference Chairs Stacking & Utility Seating

CS8

CS9

SY1

DF1

Conference Chairs

SC9 Panton Chair
White
20"L 24"D 33"H

SC8 Flex Chair
With Wheels
24"L 22"D 31"H

SC1 New York Chair
Onyx Seat, Maple Back,
Chrome Legs
23"L 32"D 33"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC6 Manhattan Chair
Oyster
26"L 22"D 34"H

SC2 Brewer Chair
Grey, Chrome
20"L 20"D 32"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

SC5 Tilt Executive Chair
With Arms, Onyx, Black
26"L 25"D 34"H

CO4 Iso Mesh Chair
Black
26"L 24"D 38"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H Adjustable

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H Adjustable

OTO Otto Chair
High Back, Black
23"L 21"D 43"H Adjustable

Conference Chairs Stacking & Utility Seating

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

SY1 Altura Task Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

Bar Tables

30" - VTK
36" - VTP

30" - VTJ
36" - VTN

VTM

VTE

VTF

VTB

VTC

30" - WTK
36" - WTP

30" - WTJ
36" - WTN

WTM

WTE

WTF

WTB

WTC

Sample Bar Table Sets

BSD, WTF

BS2, WTB

BSL, VTK

BSN, VTJ

Bar Tables

VTK Table
Standard Black Base
Maple Top
30" Round 42"H

VTP Table
Standard Black Base
Maple Top
36" Round 42"H

VTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

VTN Table
Standard Black Base
Graphite Nebula Top
36" Round 42"H

VTM Table
Standard Black Base
Grey Nebula Top
36" Round 42"H

VTE Table
Standard Black Base
Brandy Top
36" Round 42"H

VTF Table
Standard Black Base
Metallic Silver Top
30" Round 42"H

VTB Table
Standard Black Base
Brushed Red Top
30" Round 42"H

VTC Table
Standard Black Base
Brushed Blue Top
30" Round 42"H

WTK Table
Tulip Chrome Base
Maple Top
30" Round 42"H

WTP Table
Tulip Chrome Base
Maple Top
36" Round 42"H

WTJ Table
Tulip Chrome Base
Graphite Nebula Top
30" Round 42"H

WTN Table
Tulip Chrome Base
Graphite Nebula Top
36" Round 42"H

WTM Table
Tulip Chrome Base
Grey Nebula Top
36" Round 42"H

WTE Table
Tulip Chrome Base
Brandy Top
36" Round 42"H

WTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

WTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

WTC Table
Tulip Chrome Base
Brushed Blue Top
30" Round 42"H

Sample Bar Table Sets

BSD Oslo Barstool
Blue
17"L 20"D 30"H

WTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

BS2 Banana Barstool
Black, Chrome
21"L 22"D 30"H

WTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

VTK Table
Standard Black Base
Maple Top
30" Round 42"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

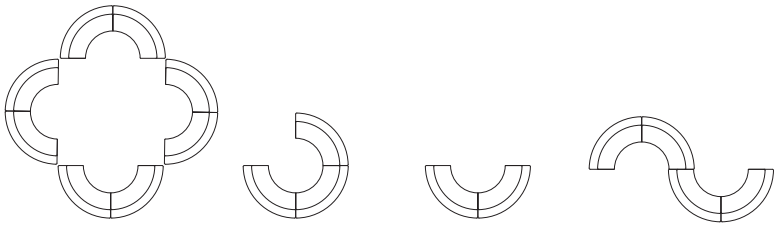
VTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

Bars

BRC

BR1

Suggested Uses of Martini Bar



Barstools

BS3

BS1

BS2

BST

BSS

BCE

BSD

BSC

BSL

BSN

Bars

BRC Circle Martini Bar
Comprised of three
BR1 Martini Bars.
100"L 100"D 47"H

BR1 Martini Bar
50"L 50"D 47"H

Barstools

BS3 Ohio Barstool
Grey, Chrome
18" Round 31"H Adjustable

BS1 Ohio Barstool
Red, Chrome
18" Round 31"H Adjustable

BS2 Ohio Barstool
Black, Chrome
18" Round 31"H Adjustable

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BCE Ice Barstool
Transparent, Chrome
16.75"L 16"D 32"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

Training Room

CP5

PO3

PO1

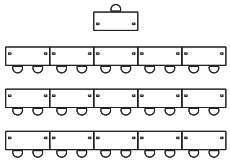
CP3

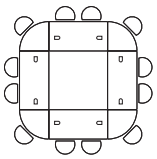
WD2

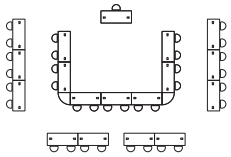
CO4

CP3, CP4

Suggested Uses of Training Table and Connecting Wedge







Training Room

CP5 Computer Table
Graphite Nebula
36"L 30"D 42"H

PO3 Kiosk
Black, Maple
24"L 21"D 42"H

PO1 Lecturn Podium
Cherry
24"L 19"D 50"H

WD2 Writing Desk
Graphite
48"L 24"D 30"H

CO4 Flex Back Chair
Charcoal Mesh, Black
26"L 24"D 38"H

CP3 Training Table
Wire Grommets,
Privacy Panel, Grey
48"L 24"D 30"H

CP4 Connector Wedge
Matches Training Table
24"L 24"D 30"H

Desks & Bookcases

BC6

BC7

JD6

JD7

Credenzas & Lateral Files

L26

L27

CR6

CR7

Files

VF4

VF2

Desks & Bookcases

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Graphite
36"L 13"D 71"H

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Graphite
60"L 30"D 29"H

Credenzas & Lateral Files

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Graphite
36"L 20"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Graphite
72"L 24"D 29"H

Files

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

Product Display

PDL

BC6

BC7

ET2

ET1

Graphite- PDF

Graphite- PDH

Graphite- PDK

Lamps

Red- LAF
White- LAD
Orange- LAE

LA1

LA2

Refrigerators

R1R

R1Q

Product Display

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Graphite
36"L 13"D 71"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

PDF Pedestal
Graphite Nebula
24"L 24"D 36"H

PDH Pedestal
Graphite Nebula
24"L 24"D 42"H

PDK Pedestal
Graphite Nebula
30"L 30"D 42"H

Lamps

LAF Lumalight Lamp
Red
15"L 13"D 90"H

LAD Lumalight Lamp
White
15"L 13"D 90"H

LAE Lumalight Lamp
Orange
15"L 13"D 90"H

LA1 Floor Lamp
Pewter
58"H

LA2 Parisian Lamp
Pewter
28"H

Refrigerators

R1R Refrigerator
White
14.0 cubic feet
20"L 30"D 65"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H

SHOW NAME: **EXHIBITOR:** **BOOTH NUMBER(S)**

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
Occasional Cocktail & End Table's					
C1 W		COCKTAIL TABLE	SYDNEY, WHITE TOP	$ 208	$ -
C1 Y		COCKTAIL TABLE	SYDNEY, BLACK TOP	$ 208	$ -
C1 E		COCKTAIL TABLE	SILVERADO, GLASS TOP	$ 198	$ -
C1 D		COCKTAIL TABLE	SOHO, CHOCOLATE TOP	$ 263	$ -
C1 K		COCKTAIL TABLE	INSPIRATION, GLASS TOP	$ 228	$ -
C1 F		COCKTAIL TABLE	GEO, BLACK, GLASS TOP	$ 181	$ -
C1 C		COCKTAIL TABLE	GEO, CHROME, GLASS TOP	$ 187	$ -
C1 M		COCKTAIL TABLE	VISIONS, CHERRY	$ 181	$ -
E1 W		END TABLE	SYDNEY, WHITE TOP	$ 187	$ -
E1 Y		END TABLE	SYDNEY, BLACK TOP	$ 187	$ -
E1 E		END TABLE	SILVERADO, GLASS TOP	$ 187	$ -
E1 D		END TABLE	SOHO, CHOCOLATE TOP	$ 228	$ -
E1 K		END TABLE	INSPIRATION, GLASS TOP	$ 216	$ -
E1 F		END TABLE	GEO, BLACK, GLASS TOP	$ 170	$ -
E1 C		END TABLE	GEO, CHROME, GLASS TOP	$ 175	$ -
E1 M		END TABLE	VISIONS, CHERRY	$ 158	$ -
Café Tables					
ZT K		CAFÉ TABLE	MAPLE, STANDARD BASE	$ 152	$ -
ZT P		CAFÉ TABLE	MAPLE 36" TOP, STANDARD BASE	$ 170	$ -
ZT J		CAFÉ TABLE	GRAPHITE NEBULA, STANDARD BASE	$ 152	$ -
ZT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	$ 170	$ -
ZT M		CAFÉ TABLE	GREY NEBULA 36" TOP, STANDARD	$ 170	$ -
ZT F		CAFÉ TABLE	SILVER METALIC, STANDARD BASE	$ 170	$ -
ZT B		CAFÉ TABLE	BRUSHED RED, STANDARD BASE	$ 152	$ -
ZT C		CAFÉ TABLE	BRUSHED BLUE, STANDARD BASE	$ 152	$ -
ZT E		CAFÉ TABLE	BRANDY, STANDARD BASE	$ 210	$ -
XT E		CAFÉ TABLE	BRANDY, TULIP CHROME BASE	$ 228	$ -
XT K		CAFÉ TABLE	MAPLE, TULIP CHROME BASE	$ 210	$ -
XT P		CAFÉ TABLE	MAPLE 36" TOP, TULIP BASE	$ 228	$ -
XT J		CAFÉ TABLE	GRAPHITE NEBULA, TULIP BASE	$ 210	$ -
XT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, TULIP	$ 228	$ -
XT M		CAFÉ TABLE	GREY NEBULA 36" TOP, TULIP BASE	$ 228	$ -
XT F		CAFÉ TABLE	SILVER METALIC, TULIP BASE	$ 228	$ -
XT B		CAFÉ TABLE	BRUSHED RED, TULIP BASE	$ 210	$ -
XT C		CAFÉ TABLE	BRUSHED BLUE, TULIP BASE	$ 210	$ -
Bar Table's					
VT K		BAR TABLE	MAPLE, STANDARD BASE	$ 175	$ -
VT P		BAR TABLE	MAPLE 36" TOP, STANDARD BASE	$ 181	$ -
VT J		BAR TABLE	GRAPHITE NEBULA, STANDARD BASE	$ 175	$ -
VT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	$ 181	$ -
VT M		BAR TABLE	GREY NEBULA 36" TOP, STANDARD	$ 181	$ -
VT F		BAR TABLE	SILVER METALIC, STANDARD BASE	$ 198	$ -
VT B		BAR TABLE	BRUSHED RED, STANDARD BASE	$ 175	$ -
VT C		BAR TABLE	BRUSHED BLUE, STANDARD BASE	$ 175	$ -
VT E		BAR TABLE	BRANDY, STANDARD BASE	$ 222	$ -
WT E		BAR TABLE	BRANDY, TULIP CHROME BASE	$ 245	$ -
WT K		BAR TABLE	MAPLE, TULIP CHROME BASE	$ 222	$ -
WT P		BAR TABLE	MAPLE 36" TOP, TULIP BASE	$ 245	$ -
WT J		BAR TABLE	GRAPHITE NEBULA, TULIP BASE	$ 222	$ -
WT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, TULIP	$ 245	$ -
WT M		BAR TABLE	GREY NEBULA 36" TOP, TULIP BASE	$ 245	$ -
WT F		BAR TABLE	SILVER METALIC, TULIP BASE	$ 245	$ -
WT B		BAR TABLE	BRUSHED RED, TULIP BASE	$ 222	$ -
WT C		BAR TABLE	BRUSHED BLUE, TULIP BASE	$ 222	$ -
Training Room					
CP 5		COMPUTER TABLE	GRAPHITE NEBULA	$ 292	$ -
PO 3		KIOSK	BLACK & MAPLE	$ 350	$ -
PO 1		PODIUM	LECTURN, CHERRY	$ 222	$ -
CP 3		TRAINING TABLE	WIRE SYSTEM & PRIVACY PANAL, GREY	$ 228	$ -
CP 4		TRAINING TABLE	CONNECTOR CORNER WEDGE	$ 104	$ -
WD 2		WRITING DESK	GRAPHITE	$ 257	$ -

TS.650 2009 CORT ORDER FORM - PROPRIETARY AND CONFIDENTIAL, ALL RIGHT RESERVED.

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
Conference Chair's, Stacking & Utility Seating					
SC 9		SIDE CHAIR	PANTON, WHITE	$ 140	$ -
SC 8		SIDE CHAIR	FLEX, WITH WHEELS	$ 117	$ -
SC 1		SIDE CHAIR	NEW YORK, ONYX & MAPLE	$ 135	$ -
CC E		SIDE CHAIR	ICE, TRANSPARENT, CHROME	$ 151	$ -
SC 4		SIDE CHAIR	JETSON, BLACK	$ 135	$ -
SC 6		SIDE CHAIR	MANHATTAN, OYSTER	$ 163	$ -
SC 2		SIDE CHAIR	BREWER, GREY, CHROME BASE	$ 123	$ -
SC 3		SIDE CHAIR	BREWER, ONYX, CHROME BASE	$ 123	$ -
SC 5		SIDE CHAIR	TILT EXECUTIVE, ONYZ BLACK	$ 233	$ -
CO 4		GUEST CHAIR	ISO MESH, BLACK	$ 222	$ -
XC 3		GUEST CHAIR	LUXOR, BLACK LEATHER	$ 257	$ -
XC 2		MID BACK EXECUTIVE	LUXOR, BLACK LEATHER	$ 280	$ -
XC 1		HIGH BACK EXECUTIVE	LUXOR, BLACK LEATHER	$ 298	$ -
XC 6		GUEST CHAIR	ALTURA, BLACK CLOTH	$ 233	$ -
XC 5		MID BACK EXECUTIVE	ALTURA, BLACK CLOTH	$ 257	$ -
XC 4		HIGH BACK EXECUTIVE	ALTURA, BLACK CLOTH	$ 280	$ -
OTO		HIGH BACK EXECUTIVE	OTTO, BLACK LEATHER	$ 312	$ -
CS 8		STACK CHAIR	BERLIN, BLACK & WHITE	$ 82	$ -
CS 9		STACK CHAIR	BERLIN, RED & WHITE	$ 82	$ -
SY 1		TASK CHAIR	ALTURA, BLACK CLOTH	$ 146	$ -
DF 1		DRAFTING STOOL	ALTURA, BLACK CLOTH	$ 216	$ -
Desk's, Bookcase's, Credenza's & File's					
JD 6		EXECUTIVE DESK	MAHOGANY	$ 408	$ -
JD 7		EXECUTIVE DESK	GRAPHITE	$ 391	$ -
CR 6		CREDENZA	MAHOGANY, STORAGE	$ 408	$ -
CR 7		CREDENZA	GRAPHITE, STORAGE	$ 385	$ -
BC 6		BOOKCASE	MAHOGANY, 72"	$ 245	$ -
BC 7		BOOKCASE	GRAPHITE, 72"	$ 245	$ -
L2 6		LATERIAL FILE	MAHOGANY	$ 310	$ -
L2 7		LATERIAL FILE	GRAPHITE	$ 292	$ -
VF 4		VERTICAL FILE	4 DRAWER, METAL	$ 193	$ -
VF 2		VERTICAL FILE	2 DRAWER, METAL	$ 140	$ -
Conference Table's					
CE 2		CONFERENCE TABLE	GEO, RECTANGLE CHROME, GLASS	$ 303	$ -
CF 2		CONFERENCE TABLE	GEO, RECTANGLE BLACK, GLASS	$ 292	$ -
CE 1		CONFERENCE TABLE	GEO, SQUARE CHROME, GLASS	$ 210	$ -
CF 1		CONFERENCE TABLE	GEO, SQUARE BLACK, GLASS	$ 198	$ -
CG 1		CONFERENCE TABLE	MANHATTAN, GLASS, BLACK	$ 222	$ -
CB 2		CONFERENCE TABLE	6" GRAPHITE NEBULA	$ 327	$ -
CB 3		CONFERENCE TABLE	8" GRAPHITE NEBULA	$ 397	$ -
CD 2		CONFERENCE TABLE	6' GREY NEBULA	$ 327	$ -
CD 3		CONFERENCE TABLE	8' GREY NEBULA	$ 397	$ -
CC 5		CONFERENCE TABLE	42" ROUND MAHOGANY	$ 268	$ -
CC 6		CONFERENCE TABLE	6' MAHOGANY	$ 303	$ -
CC 7		CONFERENCE TABLE	8' MAHOGANY	$ 373	$ -
CC 8		CONFERENCE TABLE	10' MAHOGANY	$ 490	$ -
CB 1		CONFERENCE TABLE	42" ROUND GRAPHITE NEBULA	$ 268	$ -
CD 1		CONFERENCE TABLE	42" ROUND GREY NEBULA	$ 268	$ -
Product Display's, Lamps, & Refrigerators					
ET 2		ETAGERE	BLACK	$ 251	$ -
ET 1		ETAGERE	SILVER	$ 251	$ -
PD F		PEDESTAL	GRAPHITE NEBULA	$ 292	$ -
PD H		PEDESTAL	GRAPHITE NEBULA	$ 303	$ -
PD K		PEDESTAL	GRAPHITE NEBULA	$ 327	$ -
PD L		PEDESTAL	LOCKING, BLACK	$ 327	$ -
LA F		LAMP	LUMALIGHT, RED	$ 233	$ -
LA D		LAMP	LUMALIGHT, WHITE	$ 233	$ -
LA E		LAMP	LUMALIGHT, ORANGE	$ 233	$ -
LA 1		LAMP	PEWTER, FLOOR LAMP	$ 111	$ -
LA 2		LAMP	PARISIAN, PEWTER	$ 111	$ -
R1 R		REFRIGERATOR	14.0 CUBIC, WHITE	$ 613	$ -
R1 Q		REFRIGERATOR	4.0 CUBIC, WHITE	$ 205	$ -

ORDER INFORMATION		PAYMENT INFORMATION		DELIVERY INFORMATION
EXHIBITING COMPANY:		ORDER TOTAL:	$ -	SHOW NAME:
ADDRESS:		LATE ORDER FEE (ADD 30%):	$ -	BOOTH NUMBER (S)
		STATE TAX: (EXCLUDING NV & CA)	$ -	CONTRACTOR:
PHONE:	FAX:	TOTAL DUE:	$ -	SHOW DATE:
CONTACT:		CREDIT CARD:		
EMAIL ADDRESS:		SIGNATURE:	EXP:	
AUTHORIZED BY:		NAME: (PRINT)		

CORT TRADE SHOW FURNISHINGS
a Berkshire Hathaway Company

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
Sofa's, Sectional's, Loveseat's & Chair's					
SO 1		SOFA (ONLY)	SOUTH BEACH, PLATINUM SUEDE	$ 461	$ -
SO 2		3 PIECE SECTIONAL	SOUTH BEACH, PLATINUM SUEDE	$ 1,010	$ -
SO C		SOFA	LISBON, BLACK LEATHER	$ 537	$ -
LS C		LOVESEAT	LISBON, BLACK LEATHER	$ 485	$ -
CH C		CHAIR	LISBON, BLACK LEATHER	$ 350	$ -
SO Q		SOFA	ASTRO, CREAM SUEDE	$ 494	$ -
CH Q		CHAIR	ASTRO, CREAM SUEDE	$ 336	$ -
SO N		SOFA	MARRAKESH	$ 443	$ -
CH N		CHAIR	MARRAKESH	$ 315	$ -
SO K		SOFA	RIO, BLUE SUEDE/CHROME LEG	$ 432	$ -
CH K		CHAIR	RIO, BLUE SUEDE/CHROME LEG	$ 310	$ -
SO M		SOFA	KEY WEST, BLACK	$ 408	$ -
LS M		LOVESEAT	KEY WEST, BLACK	$ 362	$ -
SE D		3 PIECE SECTIONAL	NEWPORT, CHARCOAL LEATHER	$ 1,045	$ -
LS D		LOVESEAT	NEWPORT, CHARCOAL LEATHER	$ 467	$ -
CH D		ARMLESS CHAIR	NEWPORT, CHARCOAL LEATHER	$ 257	$ -
CO D		CORNER CHAIR	NEWPORT, CHARCOAL LEATHER	$ 321	$ -
MP S		SOFA (MINATURE)	MEMPHIS, BLACK	$ 380	$ -
MP C		CHAIR (MINATURE)	MEMPHIS, BLACK	$ 277	$ -
Bar's & Barstool's					
BC E		BARSTOOL	ICE BARSTOOL, TRANSPARENT	$ 166	$ -
BS N		BARSTOOL	JETSON, BLACK	$ 198	$ -
BS D		BARSTOOL	OSLO, BLUE	$ 187	$ -
BS C		BARSTOOL	OSLO, WHITE	$ 187	$ -
BS T		BARSTOOL	BANANA, WHITE / CHROME LEG	$ 175	$ -
BS S		BARSTOOL	BANANA, BLACK / CHROME LEG	$ 175	$ -
BS L		BARSTOOL	GIN, MAPLE / CHROME LEG	$ 140	$ -
BS 3		BARSTOOL	OHIO, GREY, CHROME LEG	$ 135	$ -
BS 1		BARSTOOL	OHIO, RED / CHROME LEG	$ 135	$ -
BS 2		BARSTOOL	OHIO, BLACK / CHROME LEG	$ 135	$ -
BR C		BAR, COUNTER CIRCLE	MARTINI BAR CIRCLE (3)	$ 2,364	$ -
BR 1		BAR, COUNTER	MARTINI BAR	$ 905	$ -

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
Occasional Chair' & Ottoman's					
OC A		OCCASIONAL CHAIR	T-VAC TRANSLUCIENT	$ 228	$ -
OC H		OCCASIONAL CHAIR	BARCELONA, BLACK	$ 583	$ -
OC W		OCCASIONAL CHAIR	BARCELONA, WHITE	$ 583	$ -
OC L		OCCASIONAL CHAIR	CAPPUCCINO	$ 257	$ -
OC U		OCCASIONAL CHAIR	GLOBUS	$ 291	$ -
OC B		TUB CHAIR	KEY WEST, BLACK	$ 298	$ -
OC Y		STAGE CHAIR	ONYX	$ 140	$ -
OC C		STAGE CHAIR	CAMEL	$ 140	$ -
OC Z		STAGE CHAIR	BEIGE	$ 140	$ -
OC R		STAGE CHAIR	RED	$ 140	$ -
OT S		WEDGE OTTOMAN	SOUTH BEACH, PLATINUM SUEDE	$ 175	$ -
OS B		OTTOMAN	OVAL, WHITE LEATHER	$ 218	$ -
OT Q		OTTOMAN	SQUARE, WHITE LEATHER	$ 251	$ -
OT N		OTTOMAN	BENCH, WHITE LEATHER	$ 280	$ -
OT L		OTTOMAN	HALF ROUND, WHITE LEATHER	$ 292	$ -
OS A		OTTOMAN	OVAL, BLACK LEATHER	$ 218	$ -
OT P		OTTOMAN	SQUARE, BLACK LEATHER	$ 251	$ -
OT M		OTTOMAN	BENCH, BLACK LEATHER	$ 280	$ -
OT K		OTTOMAN	HALF ROUND, BLACK LEATHER	$ 292	$ -
CC Z		OTTOMAN	LEATHER CIRCLE BLACK / WHITE	$ 455	$ -
CC B		OTTOMAN	LEATHER CIRCLE, BLACK	$ 455	$ -
CC W		OTTOMAN	LEATHER CIRCLE, WHITE	$ 455	$ -
PW M		OTTOMAN	PINWHEEL, BLACK, WHITE & RED	$ 987	$ -
PW B		OTTOMAN	PINWHEEL, BLACK & RED	$ 987	$ -
OT C		OTTOMAN	CUBE, LEMON	$ 76	$ -
OT D		OTTOMAN	CUBE, BLUEBERRY	$ 76	$ -
OT E		OTTOMAN	CUBE, RASPBERRY	$ 76	$ -
OT H		OTTOMAN	CUBE, BLACK LEATHER	$ 76	$ -
OS C		OTTOMAN	CUBE, WHITE LEATHER	$ 76	$ -

MAIL OR FAX BOTH FRONT & BACK TO THE LOCAL CORT SERVICE CENTER:

NEW YORK

550 Meadowlands Pkwy. #3
Secaucus, NJ 07094

PHONE: 201-392-0228 FAX: 201-392-0772

LATE ORDERS:

- Orders received within 14-days prior to show opening wll incur a 30% late fee.

CANCELLATIONS:

- If cancelled within 14-days prior to move-in, a 50% charge will be applied.
- Cancellations made after move-in begins will receive no refund.

PAYMENT:

- All orders must be received with full payment no later than 14 days prior to the show.
- Payment may be made by credit card, or check on a U.S. Bank
- Additional drayage charges may apply from the Contractor. Refer to your Exhibitor Manual.

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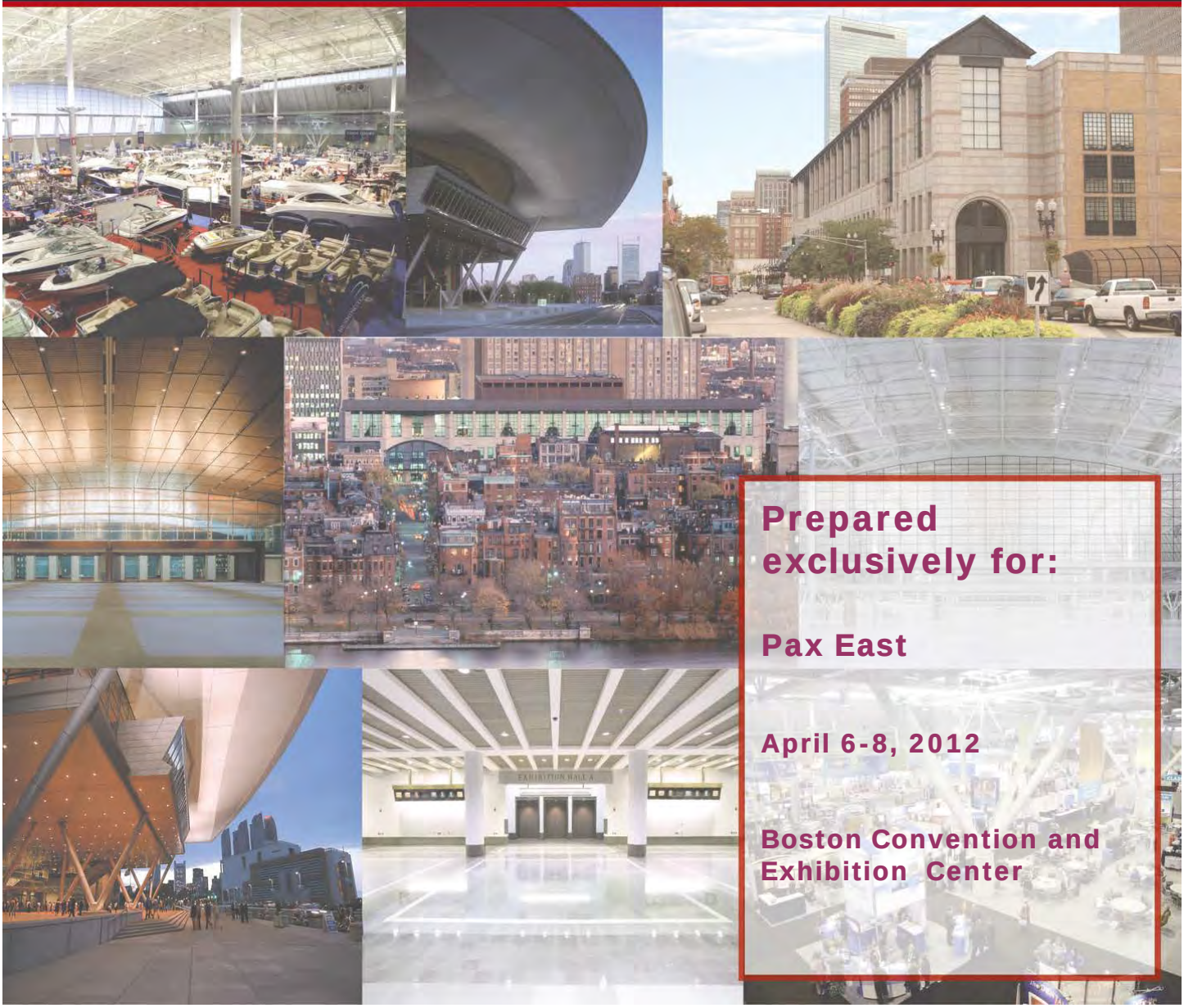
MCCA

Massachusetts Convention Center Authority

EXHIBITOR ORDERING GUIDE



Prepared exclusively for:

Pax East

April 6-8, 2012

Boston Convention and Exhibition Center

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Introduction

On behalf of the Massachusetts Convention Center Authority, welcome to Boston! We are excited to have you exhibit at our state-of-the-art facilities and look forward to helping you prepare your exhibit space. At the MCCA, we strive to provide you with quality services to ensure both a successful and an enjoyable experience.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Help Desk
- Free Wireless Internet Service
- Business Center
- FedEx Kinkos

If you have any unanswered questions, please contact MCCA Exhibitor Services at **1-617-954-2230** or **exhibitorservices@massconvention.com,** and we will be happy to assist you!

General Information

Ordering Policies & Procedures

Pricing - Discount and Standard rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date.

Ordering - Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, www.massconvention.com. Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms at Appendix A of this guide. No telephone or facsimile orders will be accepted.

Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

Payments - Payment for services must be received in advance. Service will be scheduled and delivered only after payment is received. All outstanding charges must be paid before the close of the show.

Refunds - Claims for refunds must be submitted by the exhibitor to MCCA Exhibitor Services prior to event close. Credit will not be given for services installed and not used.

General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to MCCA Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

Standard Connections (120 volt power)	**Discount**	**Standard**
500 Watt Box	**$95.00**	**$119.00**
One 5 amp circuit and one receptacle or plug point		
1000 Watt Box	**$125.00**	**$156.00**
One 10 amp circuit and two receptacles or plug points		
2000 Watt Box	**$155.00**	**$194.00**
One 20 amp circuit and a minimum of three receptacles or plug points		
4000 Watt Box	**$180.00**	**$225.00**
Two 20 amp circuits and two receptacles or plug points for each circuit		

Special Connections (208 volt & 480 volt power)	**Discount**	**Standard**

Unless otherwise indicated in parentheses ( ), all special power connections will be hard-wire connected. To order Three Phase 100 Amp service and higher, please contact MCCA Exhibitor Services for availability.

208V Single Phase 30 Amp (Nema L21-30P)	**$265.00**	**$331.00**
208V Single Phase 60 Amp	**$505.00**	**$631.00**
208V Single Phase 100 Amp	**$775.00**	**$969.00**
208V Three Phase 30 Amp (Nema L21-30P)	**$480.00**	**$600.00**
208V Three Phase 60 Amp	**$725.00**	**$906.00**
208V Three Phase 100 Amp	**$1,150.00**	**$1,437.00**
208V Three Phase 200 Amp	**$2,350.00**	**$2,937.00**
208V Three Phase 400 Amp	**$4,150.00**	**$5,187.00**
480V Three Phase 30 Amp	**$750.00**	**$937.00**
480V Three Phase 60 Amp	**$1,300.00**	**$1,625.00**
480V Three Phase 100 Amp	**$2,400.00**	**$3,000.00**
480V Three Phase 200 Amp	**$4,770.00**	**$5,962.50**

Additional Electrical Services & Equipment	**Discount**	**Standard**
30' Round Extension Cords	**$30.00**	**$37.00**
30' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end.		
24 Hour Power	**Add 50% to initial connection rate**	
If booth equipment requires electricity 24hrs a day, then the exhibitor should order 24Hr power. In general, electrical service begins half an hour before the show and ends one hour after the show closes.		

Overhead Power .....Add 100% to initial connection rate
Overhead power is available upon approval by the MCCA:

- At the JB Hynes Convention Center, overhead 120v electrical service is available in Halls A, B, C and certain areas of Hall D and Auditorium.
- At the Boston Convention & Exhibition Center, overhead 120v electrical is limited due to the ceiling heights. Overhead service is available under the low mechanical roof on the East and West sides of the Halls.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the Hynes or BCEC.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the Hynes and BCEC. Please contact the MCCA Exhibitor Services team for availability.

Installation & Distribution - Electrical

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
    - Hire labor from the General Service Contractor;
    - Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
    - Bring their own company electrician to perform distribution and hard wire connections as long as he/she is a full-time employee of the exhibiting company.

Terms & Conditions - Electrical

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
    - Monday-Friday 8am-4pm (except holidays) **$70.00**
    - All other times, including holidays **$105.00**
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

Frequently Asked Questions – Electrical

If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?
If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

How do I know if I need a 208V or 480V connection?
Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

How do I know how much power I need to order?
When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

Standard Laptop……250-550 watts
Standard Desktop PC……400-700 watts
Standard Plasma TV…….300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?
The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?
208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.

Cleaning Services

The MCCA offers a variety of cleaning services through our exclusive service contractor, American Building Maintenance (ABM).

Cleaning Services (Per sq ft. per day)	Discount	Standard
Initial Vacuum or Mopping	**$0.25**	**$0.31**
Service includes one-time vacuum or mop prior to the first event or show day		
Daily Vacuum or Mopping	**$0.17**	**$0.21**
Service includes vacuum or mop prior to each event or show day, including the first show day, as well as nightly wastebasket emptying. Note: The MCCA does not provide wastebaskets for exhibitors.		
Daily Vacuum or Mopping + Porter Service	**$0.40**	**$0.50**
Service includes vacuum or mop prior to each event or show day, including the first show day, as well as wastebasket emptying and booth sweep throughout show hours as needed. Note: The MCCA does not provide wastebaskets for exhibitors.		
Shampoo Service	**$0.35**	**$0.44**
Shampoo service should be ordered for the night before the first show day to ensure that the carpet has adequate drying time.		

Terms & Conditions - Cleaning

The MCCA, through its cleaning contractor American Building Maintenance (ABM), is the exclusive provider of all cleaning services.

Frequently Asked Questions – Cleaning

Will my booth be automatically vacuumed or mopped prior to the first show day?
Exhibitor booths will not be vacuumed or mopped unless the service is ordered through the MCCA prior to the show opening.

Do I need to order both the Initial Vacuum and the Daily Vacuum if I want my booth to be vacuumed everyday including the first show day?
No, it is only necessary to order one vacuuming/mopping service. Daily Vacuum/Mop *includes* the initial, first day service. The Daily + Porter Service also includes the initial, first day service. Shampoo service, on the other hand, may be ordered alone or partnered with any other cleaning service.

Why is the rate on your website different from the rate listed above?
The service rates are the same on both the form and the online order page; they are just presented differently. The form shows the daily unit price for the service, while the online page shows the total price for the duration of the show.

If I order cleaning service, when can I expect my carpet to be cleaned?
If the show you are attending opens in the morning, all of the cleaning usually occurs the night before the show opening. If the show opens in the afternoon, all of the cleaning usually occurs in the morning before show opening. Our cleaning staff will not remove visqueen (the plastic covering) from your carpet; exhibitors are responsible for removing their own visqueen.

Telephone Services

The MCCA offers a variety of telephone services through our experienced in-house team of telephone technicians.

Standard Telephone Services **Discount** **Standard**

Single-Line Service (Analog) .....$270.00 ..... $338.00
Service includes one phone number and a complimentary simple handset. Line usage included.

Multi-Line Service (Digital) .....$405.00 .....$506.00
Service includes one phone number with multiple line appearances and rental of one digital display phone. Equipment must be returned at the close of the show. Line usage included.

Speaker Phone Service (Analog) .....$310.00 .....$387.50
Service includes one phone number and rental of one speaker phone. Equipment must be returned at the close of the show. Line usage included.

Polycom Speaker Phone Service (Analog).....$360.00 .....$450.00
Service includes one phone number and rental of one polycom speaker phone. Equipment must be returned at the close of the show. Line usage included.

Fax Machine Phone Service (Analog).....$410.00 .....$512.50
Service includes one phone line and rental of a plain paper fax machine equipped with copy capabilities. Line usage included.

Additional Telephone Services & Equipment **Discount** **Standard**

Call Waiting (per phone line).....$50.00 .....$62.50
Allows user to know when another call is coming in.

Voice Mail (per phone line) .....$50.00 .....$62.50
Allows user to setup a custom greeting and receive messages from incoming callers.

ISDN/BRI Service.....$300.00 .....$375.00
ISDN lines support video and CODEC applications. ISDN lines can be arranged by contacting Exhibitor Services two weeks prior to show. Exhibitors can select one of two long distance carriers: AT&T or MCI. Line usage will be billed per the selected carrier's rate after the close of the show.

Polycom Videoconference Rental w/IP Connect Service .....$1,100.00 .....$1,600.00
This service is used to connect from the MCCA's facility to an external/remote site with like IP video conferencing capabilities. Service includes IP connectivity for video conferencing. The distant video equipment must be IP compatible.

Polycom Videoconference Rental w/ISDN .....$2,000.00 .....$2,500.00
This service is used to connect from the MCCA's facility to an external/remote site with like ISDN video conferencing capabilities. This service includes three 128k ISDN lines. Line usage will be billed per the selected carrier's rate after the close of the show.

Installation & Connections - Telephone

- Telephone Service is brought from the nearest column or floor port into the booth.
- MCCA phone technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the general service contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

Terms & Conditions - Telephone

- The MCCA is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All MCCA telephone equipment (except simple analog handset) must be returned to the MCCA Exhibitor Service Desk at the close of the show. Failure to return MCCA phones will result in a replacement fee.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
    - Monday-Friday 8am-4pm (except holidays) **$80.00**
    - All other times, including holidays **$120.00**

Frequently Asked Questions – Telephone

How do I know if I need a single-line or a multi-line service?
Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity).

I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?
Yes. Please preprogram your machine to dial "9" before your credit card company's number.

How do I receive my phone number, dialing instructions, and phone/fax equipment?
Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment. At this time you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through MCCA Exhibitor Services.

How can I place international calls on my phone line?
If you wish to place international calls on your phone line, please contact MCCA Exhibitor Services prior to move-in to submit this request. Otherwise, all phones will be limited to local and US numbers.

Internet & Technical Services

The MCCA offers a wide variety of Internet and technical services through our experienced in-house team of technicians.

Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our Internet Help Desk staff. All MCCA Internet services include one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may rent a switch from the MCCA.

Automatic Configuration **Discount** **Standard**

Automatically configured lines are designed to "plug & play."

200 Kbs Shared Service.....$815.00 .....$1,019.00

This is a shared service with two (2) private IP addresses. Other exhibitors who have ordered the 200 Kbs will share the same network. We recommend this service for a casual user looking to showcase a simple product webpage or browse the internet.

Manual Configuration **Discount** **Standard**

Manually configured services require some data entry of IP addresses into the computer before the computer may access the internet.

300 Kbs Managed Service.....$1,175.00 .....$1,468.75

The 300 Kbs comes with 1 public IP address for use on one computer with the option to purchase additional IPs for additional computers. We do not recommend adding more than 4 additional IPs to the 300 Kbs. If exhibitors require more than 5 computers, we recommend upgrading to the next wired service.

500 Kbs Managed Service.....$1,875.00 .....$2,344.00

The 500 Kbs has more bandwidth than the 300 Kbs and includes 11 public IP addresses, a private VLAN, and subnet.

750 Kbs Managed Service .....$2,500.00 .....$3,125.00

The 750 Kbs has more bandwidth than the 500 Kbs and includes 18 public IP addresses, a private VLAN and subnet.

1.54 Mbps Managed Service .....$5,565.00 .....$6,956.00

The 1.54 Mbps service is equivalent in bandwidth to a T-1 line, or a DS1 line. This service includes 27 public IP addresses, a private VLAN and subnet. The 1.54 Mbps can carry both voice and data traffic.

5 Mbps Managed Service.....$10,000.00 .....$12,500.00

The 5 Mbps has more bandwidth than the 1.54 Mbps service and includes 250 public IP addresses, a private VLAN and subnet.

Additional Internet Services & Equipment	**Discount**	**Standard**

Additional Public IP Address ..... **$125.00** **$156.25**
This service is available only with our managed services. It allows for any additional device to be networked into that same wired service using a switch and cables. The MCCA does not supply additional cables with this service.

Copper Patch / Booth to Booth Connection ..... **$320.00** **$400.00**
Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video.

Fiber Patch / Booth to Booth Connection ..... **$470.00** **$587.50**
Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.

Extend Outside T1 or T3 Service ..... **$1,000.00** **$1,200.00**
With this service, the MCCA will extend an outside T1 or T3 service from our demarcation point to the Exhibitor booth. Exhibitor is responsible for making all arrangements from the outside service provider (e.g., Verizon, AT&T, etc.).

Switch - 8 Port ..... **$80.00** **$100.00**
This switch can connect up to 8 computers or devices together, giving all access to the internet service ordered.

Switch - 24 Port ..... **$120.00** **$150.00**
This switch can connect up to 24 computers or devices together, giving all access to the internet service ordered.

25' CAT 5e Cable ..... **$40.00** **$50.00**
50' CAT 5e Cable ..... **$55.00** **$68.75**
100' CAT 5e Cable ..... **$90.00** **$112.50**

Technical Services	**Discount**	**Standard**

Cable TV Service ..... **$225.00** **$281.25**
Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns.

CATV Tuner Rental ..... **$50.00** **$60.00**
For TVs that are not cable-ready (including some plasmas), the CATV tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.

CATV Tap Box Rental ..... **$200.00** **$250.00**
A distribution box which allows up to 16 CATV feeds from a single cable tap. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.

Broadcast Video Service via TV-1 .....$2,000.00 .....$2,500.00
TV-1 provides a one-way transport of a single video signal and up to four associated 15 kHz audio signals. The service eliminates the need for broadcasters to send a microwave or satellite uplink truck to the news or event location.

For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.

Installation & Connection – Internet & Technical

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may rent a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
    - Hire labor from the General Service Contractor or ;
    - Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

Terms & Conditions – Internet & Technical

- The MCCA is the exclusive provider of internet services.
- All MCCA switch rentals must be returned to the MCCA Exhibitor Service Desk at the close of the show. Failure to return MCCA switches will result in a replacement fee.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
    - Tech Rep Monday-Friday 8am-4pm (except holidays) **$100.00**
    - Tech Rep All other times, including holidays **$150.00**
    - Network Engineer Monday-Friday 8am-4pm (except holidays) **$130.00**
    - Network Engineer All other times, including holidays **$195.00**
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network will facilitate communications between the company's authorized users and entities reachable through the national internet.

- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient of recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- **MCCA does not make any express of implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided.** The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.
- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

Frequently Asked Questions – Internet & Technical

Do you have wireless internet?
The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the BCEC or Hynes Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?
The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

What is bandwidth and how do I know how much I need?
Bandwidth is the "size of the pipe" that data can traverse. The bigger the bandwidth, the faster data can be transferred. So, the 500 Kbs has more bandwidth than a 300 Kbs. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?
Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or "tokens" should choose a 300 Kbs service or higher. While the 200 Kbs does allow exhibitors to use a VPN, some VPN clients have experienced difficulty connecting because the 200Kbs service uses NAT (Network Address Translation). NAT is a process by which the MCCA can provide thousands of IP addresses to clients while only using a few "real" internet routable addresses.

What is a VLAN?
A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

I ordered a switch and cables, how and when do I get them?
When you are ready for your switch and internet cables, please visit the MCCA Exhibitor Services Desk.

Rigging Services

The MCCA provides rigging and overhead lighting services through our service contractor, JCALPRO.

Planning Ahead for Rigging & Lighting Services
Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, Exhibitors must submit rigging plots, drawing, blueprints, or engineers' certification with their orders to the MCCA Exhibitor Service Department. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

Package Rigging Solutions **Discount** **Standard**
The MCCA offers package rigging solutions for Exhibitors with basic and straight forward sign hanging needs. To qualify for the packages, Exhibitors must be flexible with regards to days and times of load-in and take-down.

Basic Rigging Package .....$1,550.00 .....$1,684.00
This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150lbs and measuring less than 20' in length or diameter. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays. If service is required outside these times, then a Team Labor Hour must be ordered in addition to the package.

Electrical Rigging Package .....$1,794.00 .....$1,988.00
This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details.

Team Labor Hour .....$244.00 .....$304.00
Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7am – 12am). In this case, a Team Labor Hour must be ordered for each rigging package ordered. In addition, when receiving a custom quote for rigging and lighting, team labor hours will be quoted for all labor hours required that are not covered by the Rigging Packages such as building of truss, focusing and attachment of lights, and lighting maintenance.

Custom Rigging & Lighting Solutions
The MCCA/JCALPRO also offers customized rigging and lighting solutions for Exhibitors with more complex or unique requirements. This option is best suited for Exhibitors with larger signs, multiple signs, and/or overhead lighting needs.
Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Rigging below).

Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote. Please contact JCALPRO at 1-617-954-2345 to initiate this process. Quotes will be issued in an easy-to-order format, and will typically include a base Rigging Package for labor charges and some combination of the following items as necessary.

Custom Rigging Solutions **Discount** **Standard**

Truss
A truss is an aluminum structure used to create a lower "ceiling" to hang lighting or other suspended items. It is available in 5', 8', or 10' sections which can be attached to create desired lengths or height.

Truss 5' Section – Silver 12"x12" Box ..... **$25.00** **$30.00**
Truss 8' Section – Silver 12"x12" Box ..... **$40.00** **$48.00**
Truss 10' Section – Silver 12"x12" Box ..... **$50.00** **$60.00**
Truss 5' Section – Black 12"x12" Box ..... **$35.00** **$42.00**
Truss 8' Section – Black 12"x12" Box ..... **$56.00** **$67.00**
Truss 10' Section – Black 12"x12" Box ..... **$70.00** **$84.00**
Truss 5' Section – Silver 20.5"x20.5" Box ..... **$45.00** **$54.00**
Truss 8' Section – Silver 20.5"x20.5" Box ..... **$72.00** **$86.00**
Truss 10' Section – Silver 20.5"x20.5" Box ..... **$90.00** **$108.00**

Corner Block
A corner block is an aluminum piece that attaches to truss to create a right angle.

Corner Block – Silver 12"x12" Box ..... **$50.00** **$60.00**
Corner Block – Black 12"x12" Box ..... **$65.00** **$78.00**
Corner Block – Silver 20.5"x20.5" Box ..... **$70.00** **$84.00**

Base Plate ..... **$35.00** **$42.00**
A base plate is used as a stand for ground supported truss or poles.

Rotator ..... **$150.00** **$180.00**
A rotator is a motor used to rotate a hanging sign.

Motor ..... **$150.00** **$180.00**
A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities.

Cheeseboro ..... **$6.00** **$7.00**
A cheeseboro is a clamp used to attach two pieces of truss or pipe together.

Grapple ..... **$12.00** **$14.00**
A grapple is a connector that allows you to make a 90 degree connection between trusses.

Lighting Fixtures **Discount** **Standard**
A variety of lighting options are available to brighten exhibit space. While lights cannot be attached directly to our ceiling, lighting can be suspended above exhibit space by utilizing truss and motors.

Source 4 Par (575 watt, 750 watt) .....$35.00 .....$42.00
This fixture is best used to create a wash effect or cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL).

Source 4 Leko (575, 750 watt) .....$45.00 .....$54.00
This fixture is best used to create a spot light or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light.

Par 64 (1000 watt).....$30.00 .....$36.00
The Par 64 will deliver similar results as the S4 Par, but there are no options for additional lenses. They are available in 1,000 watts.

Custom Lighting Solutions Discount Standard
Lighting kits include a combination of Lekos, Source 4 Pars and Par 64s based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits are available upon request.

Small Lighting Kit (4-6 lights).....$185.00 .....$212.00
Medium Lighting Kit (7-11 lights) .....$325.00 .....$390.00
Large Lighting Kit (12-15 lights) .....$450.00 .....$540.00
X-Large Lighting Kit (16-20 lights) .....$550.00 .....$660.00

Dimmer Racks & Lighting Controls Discount Standard
These items are optional with individual fixtures or small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large "outlet" that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once.
Electrical service is not included and must be ordered separately.

Dimmer Control 1.2 x 4.....$80.00 .....$96.00
Dimmer Control 2.4 x 12.....$150.00 .....$180.00
Dimmer Control 2.4 x 24.....$320.00 .....$384.00

Terms & Conditions - Rigging

- **Hynes Rigging:** JCALPRO is the exclusive rigging vendor at the Hynes Convention Center if a sign requires a motor, electrical rigging, and/or truss, otherwise, the exhibitor may hire the general service contractor to hang signage.

- **BCEC Rigging:** JCALPRO is the exclusive rigging vendor at the Boston Convention & Exhibition Center (BCEC). If an exhibitor is exhibiting at the BCEC and requires rigging services for the booth, JCALPRO is the only vendor authorized to hang signs, banners, or lighting in the booth space.

- If an Exhibitor requires specific load-in/load-out dates and/or times, then a base rigging package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared using the following hourly labor and weekly lift rental rates:

Hourly Labor Items	Mon-Sat 7am-12am (except holidays)	Sundays 7am-5pm and holidays	Sundays after 5pm, all days 12am-7am
Crew Chief	$95.00	$142.50	$190.00
Head Rigger	$95.00	$142.50	$190.00
Rigger	$82.00	$123.00	$164.00
Dept Head	$72.00	$108.00	$144.00
Stagehand	$64.00	$96.00	$128.00

Weekly Lift Rental Items	Rate
24'- 32' Scissor Lift	$550.00
40'- 45' Boom Lift	$950.00
60' Boom Lift	$1,550.00

- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of *any* type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.

Frequently Asked Questions – Rigging

How do I know if I qualify for the Basic Rigging Package Rate?
Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 20' in length or diameter and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

Can I order lighting to be suspended from the ceiling?
If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a quote from JCALPRO. In most cases, lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower "ceiling" and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

Do I ship my sign to you to put it together?
No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

Can I request load in and load out times?
Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

What type of diagrams should I send?
The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).

Plumbing Services

The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.

Water and Drain Services	Discount	Standard

Water - Individual Connection.....**$275.00** **$344.00**
Water service is available at approximately 75 PSI with up to ¾" supply line. Water flows at five gallons per minute.

Additional Water Connections.....**$175.00** **$219.00**
Exhibitors requiring more than an individual water connection should order each additional connection as needed.

Drain – Individual Connection.....**$275.00** **$344.00**
The MCCA can provide waste drain connections up to ¾" line size.

Additional Drain Connections.....**$150.00** **$188.00**
Exhibitors requiring more than an individual drain connection should order each additional connection as needed.

Fill and Drain 0-100 Gallons .....**$150.00** **$187.50**
Exhibitors that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please visit the MCCA Exhibitor Services desk when equipment is ready to be filled.

Each Additional 500 Gallons.....**$80.00** **$100.00**

Sink Rentals	Discount	Standard

Cold Water Sink Rental.....**$600.00** **$750.00**
Cold water sink rental includes a single-tub basin (20"L x 24"W x34"H), one water connection, and one drain connection. Legs allow the units to sit 34" above the floor.

Small Hot & Cold Water Sink Rental .....**$800.00** **$1,000.00**
Small Hot & Cold water sink rental includes a single-tub basin (20"L x 24"W x34"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection.

Large Hot & Cold Water Sink Rental.....**$1,000.00** **$1,250.00**
Large Hot & Cold water sink rental includes a 3-tub basin (57"L x 24.5"W x43"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. This service is available in specific areas of the exhibition hall. Please contact MCCA Exhibitor Services for more information.

Compressed Air and Gases **Discount** **Standard**

Compressed Air – Individual Connection ..... **$325.00** **$406.00**
Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).

Additional Connection ..... **$180.00** **$225.00**
Exhibitors who require more than an individual connection should order additional connections as needed.

Other Compressed Gases
The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the exhibitor should contact MCCA Exhibitor Services. Flammable gases are not permitted in MCCA facilities.

20 Lbs Dry or Liquid CO_2 ..... **$154.00** **$184.50**
50 Lbs Dry or Liquid CO_2 ..... **$167.00** **$200.50**
Dry Nitrogen 300 ft^3 ..... **$206.00** **$247.75**

Installation & Connections - Plumbing

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

Terms & Conditions - Plumbing

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - Monday-Friday 8am-4pm (except holidays) **$70.00**
  - All other times, including holidays **$105.00**

Frequently Asked Questions – Plumbing

Do all water connections need a drain?
While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

Will you provide the fittings and hoses for my water and drain connections?
To ensure that your booth's equipment runs properly we ask that you supply your own regulators, filters, and hoses.

When would I need to order a Fill and Drain Service?
Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

My booth requires a sprinkler system. What plumbing service should I order?
If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?
Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at BCEC (617-954-2382) or Hynes (617-954-2284).

Do you allow Exhibitors to bring Helium balloons into your buildings?
No, unfortunately we do not allow exhibitors to bring helium balloons into the buildings.

Security Services

The MCCA is the "preferred" provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your exhibitor kit.

Security Guard (Booth)	Discount	Standard
Per Hour per Officer	**$18.00**	**$20.00**

The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders must be placed at least 48 hours in advance of the requested service date.

Frequently Asked Questions – Security

When do you recommend ordering security for an exhibitor booth?
Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day's show start.

Is there general overnight security in the exhibit hall?
The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

Appendix A – Service Order Forms

The following MCCA order forms may not be reproduced without express written consent from the MCCA.

Index

- Request for Exhibitor Electrical Services
- Request for Exhibitor Cleaning Services
- Request for Exhibitor Telephone, Internet & Technical Services
- Request for Exhibitor Rigging & Lighting Services
- Request for Exhibitor Plumbing Services
- Request for Exhibitor Security Services

Massachusetts Convention Center Authority

Exhibitor Order Form - Electrical Services

Effective October 1, 2010

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

STANDARD ELECTRICAL CONNECTIONS: 120 VOLT

DESCRIPTION	REGULAR SERVICE			ADDITIONAL SERVICES AVAILABLE AS ADD-ONS						TOTAL DUE
	QTY	DISCOUNT RATE	STANDARD RATE	QTY	24-HOUR SERVICE	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	
500 Watt Box (5 amps)		$95.00	$119.00		+50% rate		+100% rate		+150% rate	
1000 Watt Box (10 amps)		$125.00	$156.00		+50% rate		+100% rate		+150% rate	
2000 Watt Box (20 amps)		$155.00	$194.00		+50% rate		+100% rate		+150% rate	
4000 Watt Box (20 amps x 2)		$180.00	$225.00		+50% rate		+100% rate		+150% rate	

SPECIAL ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT

DESCRIPTION	REGULAR SERVICE			ADDITIONAL SERVICES AVAILABLE AS ADD-ONS						TOTAL DUE
	QTY	DISCOUNT RATE	STANDARD RATE	QTY	24-HOUR SERVICE	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	
208V Single Phase 30 Amp		$265.00	$331.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 60 Amp		$505.00	$631.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 100 Amp		$775.00	$969.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 30 Amp		$480.00	$600.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 60 Amp		$725.00	$906.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 100 Amp		$1,150.00	$1,437.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 200 Amp		$2,350.00	$2,937.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 400 Amp		$4,150.00	$5,187.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 30 Amp		$750.00	$937.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 60 Amp		$1,300.00	$1,625.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 100 Amp		$2,400.00	$3,000.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 200 Amp		$4,770.00	$5,962.50		+50% rate		+100% rate		+150% rate	
30' Round Extension Cord		$30.00	$37.00							

TOTAL DUE $ _____

To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

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MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 · exhibitorservices@massconvention.com
Tax ID#: 042768982

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Massachusetts Convention Center Authority

Exhibitor Order Form - Cleaning Services

Effective October 1, 2010

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

BASIC CLEANING SERVICES	**DISCOUNT RATE (PER SQ FT PER DAY)**	**STANDARD RATE (PER SQ FT PER DAY)**
1. INITIAL VACUUM OR MOPPING (Before first event day only)	$0.25	$0.31
2. DAILY VACUUM OR MOPPING (For all event days including the first day)	$0.17	$0.21
3. DAILY VACUUM OR MOPPING PLUS PORTER SERVICE (For all event days, includes periodic wastebasket pick up & sweep of booth during event hours)	$0.40	$0.50

SERVICE (CHECK ONE ONLY)	TYPE (CHECK ONE)	BOOTH SIZE: TOTAL SQUARE FEET — LENGTH	WIDTH	TOTAL SQ. FT. (90 MIN.)	RATE PER SQ. FT.	# OF DAYS	TOTAL DUE
☐ 1 ☐ 2 ☐ 3	☐ Vacuum ☐ Mop	___	X ___	= _____	X ___	X ____	= $_____

SPECIAL CLEANING SERVICES				
SHAMPOO SERVICE (Before first event day)	BOOTH SIZE: TOTAL SQUARE FEET LENGTH WIDTH TOTAL SQ. FT. (90 MIN.)	**DISCOUNT RATE (PER SQ FT PER DAY)**	**STANDARD RATE (PER SQ FT PER DAY)**	**TOTAL DUE**
	___ X ___ = _____ X	$0.35	$0.44	

GRAND TOTAL DUE **$**_____

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Massachusetts Convention Center Authority

Exhibitor Order Form – Telephone, Internet & Technical Services

Effective October 1, 2010

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

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BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

TELEPHONE SERVICE

STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Single Line Phone Service (Analog)		$270.00	$338.00	
Multi-Line Phone Service (Digital)		$405.00	$506.00	
Speaker Phone Service (Analog)		$310.00	$387.50	
Polycom Speaker Phone Service (Analog)		$360.00	$450.00	
Fax Machine Phone Service (Analog)		$410.00	$512.50	
ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Call Waiting (Per Phone Line)		$50.00	$62.50	
Voice Mail (Per Phone Line)		$50.00	$62.50	
ISDN/BRI Service		$300.00	$375.00	
Polycom Videoconference Equipment Rental w/ IP Connect Service		$1,100.00	$1,600.00	
Polycom Videoconference Equipment Rental w/ ISDN Service		$2,000.00	$2,500.00	

INTERNET SERVICES

WIRED INTERNET CONNECTIONS: AUTOMATIC CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
200 Kbs Shared Service (2 private IP addresses. Gateway and other NAT devices will not function properly.)		$815.00	$1,019.00	
WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
300 Kbs Managed Service (1 public IP address)		$1,175.00	$1,468.75	
500 Kbs Managed Service (11 public IP address, private VLAN and subnet)		$1,875.00	$2,344.00	
750 Kbs Managed Service (18 public IP address, private VLAN and subnet)		$2,500.00	$3,125.00	
1.54 Mbps Managed Service (27 public IP address, private VLAN and subnet)		$5,565.00	$6,956.00	
5 Mbps Managed Service (250 public IP address, private VLAN and subnet)		$10,000.00	$12,500.00	
Wireless Internet access is available onsite but is not recommended for exhibitor displays.				

Continued on page 2

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Additional Public IP Address (not available with 200kbs service)			$125.00	$156.25	
Copper Patch / Booth to Booth Connection			$320.00	$400.00	
Fiber Patch / Booth to Booth Connection			$470.00	$587.50	
Extend T1 or T3 Service			$1,000.00	$1,200.00	
Switch	8 port		$80.00	$100.00	
	24 port		$120.00	$150.00	
25’ CAT 5e Cable			$40.00	$50.00	
50’ CAT 5e Cable			$55.00	$68.75	
100’ CAT 5e Cable			$90.00	$112.50	

TECHNICAL SERVICES				
TECHNICAL SERVICES	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Cable TV Service		$225.00	$281.25	
CATV Tuner Rental		$50.00	$60.00	
CATV Tap Box Rental		$200.00	250.00	
Broadcast Video Service via TV-1		$2,000.00	$2,500.00	
			TOTAL DUE: $_____	

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Massachusetts Convention Center Authority

Exhibitor Order Form - Rigging & Lighting Services

Effective October 1, 2010

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PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

ITEM DESCRIPTION & INFORMATION			
**Description of Item (Sign, Banner, Truss, etc.):			
Quantity:	Size:	Weight:	Height desired from floor to top of suspended item:
Do any items require Electrical service (circle one)? YES NO		Indicate Service Ordered on Electrical Form:	
Date When Your Item Will Be Ready for Hanging:		Preferred Move-Out Date:	

PACKAGE RIGGING SOLUTIONS

SERVICE DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Basic Rigging Package (Per Sign/Banner)		$1550.00	$1684.00	
Electrical Rigging Package (Per Sign/Banner)		$1794.00	$1988.00	
Team Labor Hour		$244.00	$304.00	

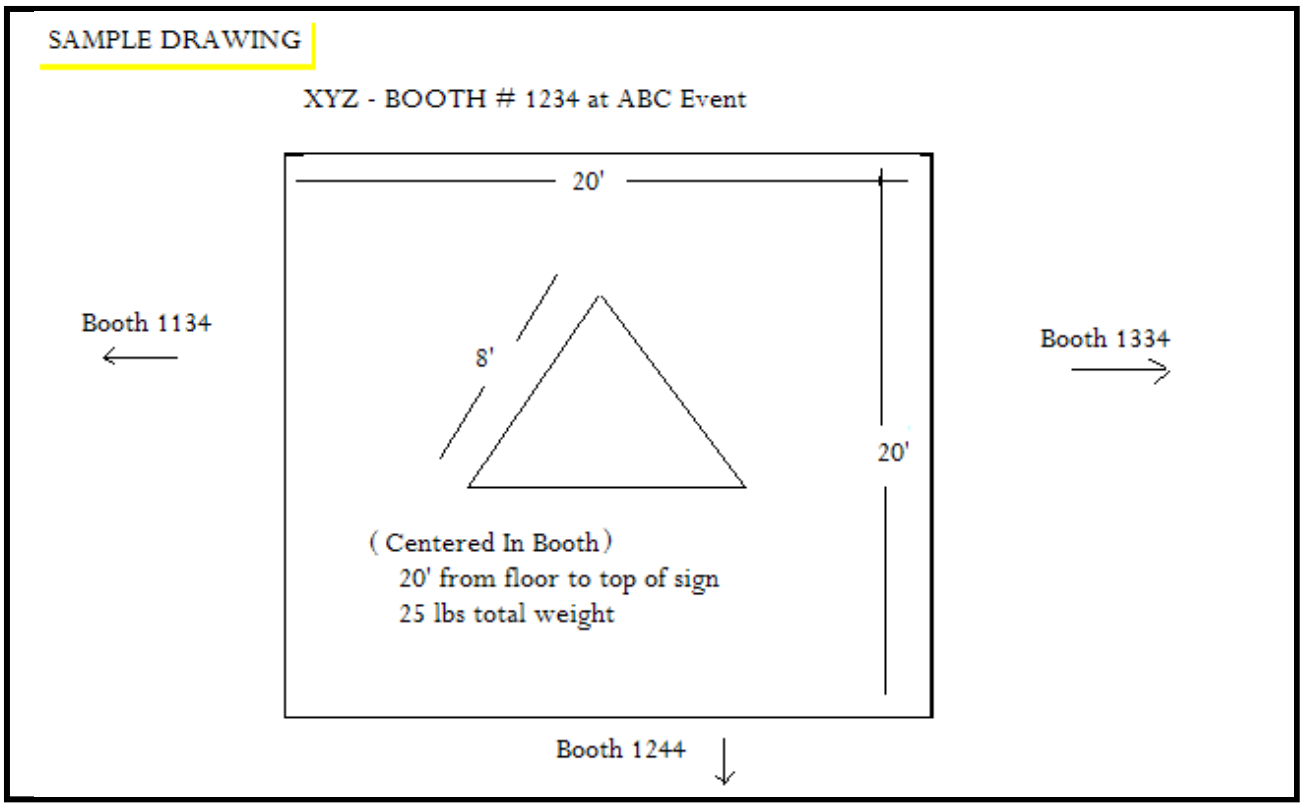
CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL *(REQUIRES QUOTE)*

EQUIPMENT DESCRIPTION		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Silver 12” x 12” Box Truss	5’ Section		$25.00	$30.00	
	8’ Section		$40.00	$48.00	
	10’ Section		$50.00	$60.00	
Black 12” x 12” Box Truss	5’ Section		$35.00	$42.00	
	8’ Section		$56.00	$67.00	
	10’ Section		$70.00	$84.00	
Silver 20.5” x 20.5” Box Truss	5’ Section		$45.00	$54.00	
	8’ Section		$72.00	$86.00	
	10’ Section		$90.00	$108.00	
Corner Block	Silver 12” x 12” box		$50.00	$60.00	
	Black 12” x 12” box		$65.00	$78.00	
	Silver 20.5” x 20.5” box		$70.00	$84.00	
Base Plate			$35.00	$42.00	
Rotator			$150.00	$180.00	
Motor			$150.00	$180.00	
Cheeseboro			$6.00	$7.00	
Grapple			$12.00	$14.00	

Continued on page 2

CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL *(REQUIRES QUOTE)*				
LIGHTING FIXTURES	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Source 4 Par – (575 watt, 750 watt)		$35.00	$42.00	
Source 4 Leko - (575, 750 watt)		$45.00	$54.00	
Par 64 (1000 watt)		$30.00	$36.00	
LIGHTING KITS	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Small Lighting Kit		$185.00	$212.00	
Medium Lighting Kit		$325.00	$390.00	
Large Lighting Kit		$450.00	$540.00	
X-Large Lighting Kit		$550.00	$660.00	
DIMMER RACKS & LIGHTING CONTROLS	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Dimmer Control 1.2 x 4		$80.00	$96.00	
Dimmer Control 2.4 x 12		$150.00	$180.00	
Dimmer Control 2.4 x 24		$320.00	$384.00	
			TOTAL DUE: $ _____	

We require diagrams and booth layouts for all rigging and lighting orders. See sample below.



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Massachusetts Convention Center Authority

Exhibitor Order Form – Plumbing Services

Effective October 1, 2010

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BOOTH NO. (s)

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EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

WATER AND DRAIN SERVICES						
SERVICE	**DESCRIPTION**	**QTY.**	**SIZE**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Water Approx 75 PSI Up to ¾" line	Individual Connection			$275.00	$344.00	
	Additional Connection			$175.00	$219.00	
Drain Up to ¾" line	Individual Connection			$275.00	$344.00	
	Additional Connection			$150.00	$188.00	
Fill & Drain	0-100 Gallons			$150.00	$187.50	
	Each additional 500 gallons			$80.00	$100.00	
SINK RENTALS						
SERVICE	**DESCRIPTION**	**QTY.**	**SIZE**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Cold Water Sink Rental	Includes: sink, one water and one drain connection			$600.00	$750.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			$800.00	$1,000.00	
COMPRESSED AIR AND GASES						
SERVICE	**DESCRIPTION**	**QTY.**	**SIZE**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Air Approx 110 PSI	Individual Connection			$325.00	$406.00	
	Additional Connection			$180.00	$225.00	
CO_2	20 lb Cylinder (Dry)			$154.00	$184.50	
	50 lb Cylinder (Dry)			$167.00	$200.50	
	20 lb Cylinder (Liquid)			$154.00	$184.50	
	50 lb Cylinder (Liquid)			$167.00	$200.50	
Nitrogen	300 ft^3 Tank (Dry)			$206.00	$247.75	
					TOTAL DUE: $ _____	

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Massachusetts Convention Center Authority

Exhibitor Order Form - Security Services

Effective July 1, 2011

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EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

DATE	# OF OFFICERS	SCHEDULED HRS (4 HR. MIN.)	TOTAL MAN HRS.	DISCOUNT RATE (PER MAN HR.)	STANDARD RATE (PER MAN HR.)	TOTAL DUE
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
			TOTAL MAN HOURS: _____		TOTAL DUE: $ _____	

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CONVENTIONS C.A.R.E.

Community Assistance by Responsible Events

MCCA

Massachusetts Convention Center Authority

LEAVE IT BEHIND. MAKE A DIFFERENCE.

Do you CARE? We do.

The Massachusetts Convention Center Authority believes in community, both inside its convention centers and in the diverse neighborhoods of historic Boston, where needs are sometimes great.

By donating useable materials to our **Conventions C.A.R.E.** program, you'll be helping scores of non-profit organizations throughout the city and the region. Not only will your materials be put to good re-use, but you'll be cutting back on your event's environmental impact by diverting waste from local landfills. Plus, it saves you the time and expense of shipping unneeded goods back home. The MCCA already recycles and donates abandoned property. With your help, we can do even more.

It's easy. At the conclusion of your show, look for the bright blue bins spread around the show floor at "**Product Donation Stations**" during the breakdown of your event. The bins are marked with the "**CONVENTIONS C.A.R.E.**" logo. Then, simply leave your clean, useable, non-perishable donations in the bin. They can include:

- office products
- building products
- medical supplies
- convention bags
- furniture
- clothing
- non-perishable food
- toiletries
- books
- classroom materials

We'll take over the rest, arranging the assignment and transport of your donations. We'll also track and report these donations to show management.

The program supports several local non-profits, directly benefiting some of the neediest residents in our community. By working together, the MCCA, our partners and you can show Boston charities that responsible events care.

IN PARTNERSHIP WITH:

FREEMAN · GES Global Experience Specialists · champion EXPOSITION SERVICES · JCALPRO · Brede EXPOSITION SERVICES

If you're interested in donating or to learn more, please visit the MCCA exhibitor services desk or contact your exhibitor services representative: exhibitorservices@massconvention.com or (617) 954-2230

VERSION 3.0

BCEC EXHIBITOR GUIDELINES, INFORMATION AND REGULATIONS

MCCA
Massachusetts Convention Center Authority

Access Control and Credentialing

The following information applies to all Exhibitors traveling to the BCEC, unloading Exhibitor-related cargo, and parking at the BCEC:

Exhibitors accessing the BCEC must be processed by the BCEC Public Safety Department before entering the facility. Issued Exhibitor Credentials must be worn on the outermost garment (or on the right wrist if an ID band is issued) of the Exhibitor at all times while inside the facility. Exhibitors should check in with the General Service Contractor (GSC) Marshalling Lot Trailer, or go directly to the South Parking Lot if directed by the GSC or Licensee, before proceeding into the building at Southwest Badging.

Affixing to the Facility Structure

Licensee shall not allow exhibitors to:

- Rigging of cable/hanging devices or affixing any materials to the ceiling, electrical buss ducts and conduits, on sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the BCEC is strictly prohibited.
- Exhibits shall not cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces) of the premises.
- Exhibits shall not erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities, and equipment contained on the premises.
- Walls, floors, ceilings, or other areas of the facility or its furnishings or fixtures are not to be painted or have permanent coverings applied.

Booth Set-Up and Dismantle

Exhibitors

The unpacking, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. It is acceptable for exhibitors to safely use power tools to set-up and/or dismantle their own booths.

No one under the age of 18 is permitted on the loading docks, in truck bays or in the loading dock yard. Additionally, no one under the age of 18 is permitted in the exhibit halls during move-in or move-out operations. The Licensee will determine age restrictions, if any, for hours when the exhibit hall is open for attendees.

Cabling

No cables (telephone, Internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. If cables must cross a doorway, cables must be flown — cable trays are not an acceptable substitute.

Caution Tape

Use of 'Caution Tape' is prohibited. Yellow or red plastic tape with black stripes, or printed with 'Caution', 'Do Not Enter' or other warning messages may only be placed by the MCCA to warn individuals of a hazardous condition. The MCCA prohibits the use of yellow or red plastic tape to restrict access to an event or exhibit display. Rope and stanchion is available from the General Service Contractor or in limited quantities from MCCA Event Services.

Cooking Demonstrations

Exhibitors shall provide a Class K fire extinguisher for hazards where there is a potential for fires involving combustible cooking media (vegetable or animal oils and fats). Maximum travel distance shall not exceed 30 feet (9.15 meters) from the hazard to the extinguisher(s).

Double-Decker Booths and/or with a Roof

All Double-Decker exhibits are subject to applicable state and city building codes and are subject to inspection by state/city officials and the MCCA. Maximum occupancy load for upper level(s) must be posted at the base of the stairway and enforced by the exhibitor. Smoke detectors must be installed on the first floor of the exhibit and every subsequent enclosed level. Automatic extinguishing systems are required of any exhibit that has a roof, or any other covering, that would impede the effective use of the facility's sprinkler system. A 10 lb. ABC fire extinguisher must be visible on every level of the exhibit. Any exhibit that is deemed a hazard by the MCCA must be removed from the facility. All costs for removal are the responsibility of the Licensee. The City of Boston Fire Code prohibits the use of fabric attached to a ceiling or used to cover any portion of an exhibit.

Exclusive Services

The BCEC will be the exclusive provider of the following services: food & beverage, cleaning, security, electrical, medical, business center, telephone, Internet, rigging, the operation of ground-supported crank-ups, the operation and provision of lifts for theatrical purposes, plumbing, the use of the house sound system and the supply of compressed airs and gases.

Exhibitor Product

Exhibitors are prohibited from offering or selling **any product(s)** to any employee, agent, contractor or subcontractor working at the BCEC.

At the conclusion of the event all products must be either:

- Removed from MCCA facilities by the exhibitor; or
- Properly disposed of; or
- Donated to a previously identified non-profit charity; or
- Sold to an established business with sales receipts supplied and produced on demand.

Any MCCA employee, agent, contractor or subcontractor working in MCCA facilities who is determined to be removing and/or accepting from another event related product(s) is subject to immediate termination of employment or prohibition from working at all MCCA facilities.

ALL PERSONS, VEHICLES, BAGS, CONTAINERS, ETC. ARE SUBJECT TO SEARCH.

Fire Safety

This section of the BCEC Event Planning Guide's Public Safety provisions adheres to National Fire Protection Association (NFPA) rules and the City of Boston (COB) Fire Code.

Fire Safety Equipment

Fire extinguishers are located on each of the support columns in the exhibit hall area and on the perimeter walls. All brackets are 40 inches (102 cm) from the floor. Support column fire extinguishers are primarily mounted on the northwest quadrant. Fire extinguishers on the support columns along the north end of Hall A, and those on the south side of the air walls, are mounted on the southwest quadrant. General Service Contractors (GSC) and exhibitors are required to maintain a minimum unobstructed path of no less than 48 inches (122 cm), 24 inches (61 cm) on center for fire extinguishers.

Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that emergency exits, fire extinguishers, fire pull stations, fire department value boxes and fire alarm flashers are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to a fine.

Fire Safety Limitations

The following limitations apply to all exhibits located in the exhibition halls in the BCEC:

1. The following items are fire-hazards and are prohibited for use in the BCEC:
   - Compressed flammable gases (Exception: Butane in a one pound UL approved canister for cooking demonstration with prior approval from your Event Services Manager. Use of butane requires a permit from the City of Boston Fire Department.)
   - Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
   - Untreated Christmas trees, cut evergreens or similar trees
   - Fireplace logs, charcoal and similar materials
   - Untreated mulch and Spanish moss or similar vegetation
   - Untreated hay or straw
2. The following shall be protected by automatic fire extinguishing systems:
   - Single-level exhibit booths exceeding 300 square feet (28 square meters) and covered by a ceiling
   - Each level of a multi-level exhibit, including the uppermost level where the uppermost level is covered by a ceiling.
   - Any home or house constructed within the exhibit hall must also include smoke/fire alarms and a 10 lb. ABC fire extinguisher on each level.
3. A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters .The Boston Fire

Department prohibits the use of fabric as a display ceiling or covering.

4. The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters)

5. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Massachusetts State Building Code.

6. Open flame devices may be permitted when they are a necessary part of the exhibit. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 20 lb. ABC fire extinguisher present within the exhibit.

7. Candles are permitted so long as the flame from the candle does not exceed the height of the required fire safe enclosure, which is usually made of glass or other non-combustible material. Candles can be placed on tables only. Candles cannot be placed on any shelving, window ledges or sills, or any other place where the candle and its encasement could fall and cause injury and or fire. Use of candelabras and other such arrangements are prohibited. Candles cannot be placed on, in, or near the same area with other combustibles, such as dried flower arrangements, confetti, etc. All candles and required encasements to be used must be approved by the MCCA Public Safety Department at least 60 days prior to the date of their intended use. The exhibitor is required to have a 10 lb. ABC fire extinguisher readily accessible within the exhibit.

8. Any vehicle or apparatus which has a fuel tank and is part of a display is required to be equipped with a locking (or taped) gas cap and contain no more than three (3) gallons of fuel, or 1/8 tank, whichever is less; at least one (1) battery cable used to start the engine must be disconnected and the end of the disconnected battery cable taped ; vehicles shall not be moved during exhibit hours. Fueling or defueling of vehicles is prohibited. Vehicles may not be started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.

9. Curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated and submitted to the Boston Fire Department Chemist for approval. Material that cannot be treated for flame retardancy shall not be used.

10. All tent canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp. Additionally, exhibitors must have the manufacturer documentation available for on-site inspection. Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp. The exhibitor is required to have a 10 lb. ABC fire extinguisher readily accessible within the exhibit. Individual exhibitor tents, canopies or tarps, exceeding 300 square feet (28 square meters) shall be protected by automatic fire extinguishing systems. A single exhibit or group of exhibits covered by a tent, canopy or tarp that do not require sprinklers shall be separated by a distance not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters). Tents exceeding 400 square feet (37 square meters) require a tent permit from the Boston Fire Department.

11. The GSC or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor covering. The Boston Fire Department prohibits the use of carpet on walls, ceilings, seating products or as decorative material.

12. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system. Rigged items shall not exceed 300 square feet in surface area in a horizontal plane, nor be more than a 15 degree angle from a vertical plane relative to the exhibit hall floor.

13. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.

14. Exhibitors shall move, remove, or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other

packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events.

Flame-Retardant Treated Materials
The following rules apply regarding flame-retardant treatments:

1. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and State Fire Marshal.
2. Combustible materials, ⅜ inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
3. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant, is prohibited.
4. Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
5. All materials must be certified by the Boston Fire Department within six (6) months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Boston Fire Department for testing.
6. The City of Boston Fire Code prohibits the use of:
   - fabric attached to a ceiling or used to cover any portion of an exhibit.
   - carpet on ceilings, walls, seating products, or as decorative material.

Lasers
All lasers must comply with Massachusetts Code of Regulations (CMR) – 105 CMR 121.000. Class 2 or greater lasers require written approval of the MCCA Public Safety Department. Class 3B and Class 4 must be registered with the Massachusetts Department of Public Health (DPH). Class 3B and Class 4 lasers are subject to on-site inspection and final approval by the Massachusetts DPH. Additional information is available at www.mass.gov/Eeohhs2/dph/regs/105cmr120_001.rtf.

Food & Beverage Samples

The BCEC prohibits any food or alcoholic beverages from being brought into the building. The distribution of alcoholic beverages, regardless of type and/or quantity, is the sole responsibility of the MCCA's exclusive Food & Beverage provider. Food & Beverage sampling in conjunction with specific food distribution exhibits may be permitted, by approval in writing, by the exclusive F&B service provider General Manager.

In order to obtain authorization to distribute food & beverage items, one of the following conditions must exist:

1. The party interested in distributing food and/or beverage must be the manufacturer of said product. The interested party must only distribute SAMPLE sizes (two (2) ounces of pre-packaged food items or four (4) ounces of non-alcoholic beverages) of his/her product and cannot participate in cash sales of said product during the show.

--OR--

2. The party interested in distributing food and/or beverage items may pay a fee to be determined by the exclusive F&B service provider as an exclusivity waiver.

If a party brings unauthorized food and/or beverage items into the BCEC and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space. If this is not possible, the exclusive F&B service provider will pick up the product from the exhibit or meeting space and hold it in storage until the close of the event.

Please direct any questions you may have to the exclusive F&B service provider Sales Office at (617) 954-2380.

Glitter, Confetti, Popcorn, and Other Materials

The use of glitter, confetti, sand, or simulated snow types of material, as well as popcorn, is NOT permitted in the BCEC without prior approval from your Event Services Manager. If your request is approved, an additional cleaning cost may apply.

Additionally, adhesive-backed decals may not be given away or utilized. Any costs incurred by the BCEC for the removal of these items will be charged to the Licensee.

Gratuities Policy

It is against the MCCA's policy for any employee or service contractor to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and

gratuities to personnel employed by the MCCA, or its contractors, agents, or suppliers, is not necessary and strictly prohibited and if you are approached or solicited by any MCCA or service contractor personnel please report this violation to the Chief of Public Safety at (617) 954-2222.

Guardrails and Stairs

Any platforms exceeding 30" in height will require a Massachusetts State building code compliant guardrail system. The guardrail shall be 42" in height with balusters or solid material such that a sphere with a four (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress. The easiest way to address this issue with minimal cost, is to secure a fitted piece of fire-rated plywood or sheet rock to the underside of the treads.

Hand-Carry Policy

The MCCA reserves the right to restrict all freight and package deliveries to the loading dock. MCCA Public Safety personnel will be on site to direct and assist exhibitors during move-in and move-out.

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the loading dock. The Licensee and its exhibitors will be allowed to hand carry **one** item, one time, in or out of the facility without having to access the loading dock. (Hand-carried freight is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment.)

No parking is allowed at the entrance of the facility; and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by facility personnel.

This policy is strictly enforced at The Westin Boston Waterfront Hotel skybridge as well.

Lights

Only Underwriters Laboratories (UL) approved clamp-on types of portable spotlights, are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater rated for 20 amp are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amp.

Material Handling

Exhibitors are allowed to perform their own material handling, providing all of the following criteria are met:

- Exhibit personnel performing the work **must** be bona fide, full-time employees ("authorized personnel") of said company.
- Exhibitors may choose to off-load from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the company provided the vehicle is co-owned or rental vehicles **must** be less than 24 feet in length.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well.
- At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the Exclusive Rigging Service Provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors.

Move-In Procedures

ALL Exhibitor move-in is restricted to the BCEC Loading Dock. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/General Conditions Section of the Event Guide.

Non-Credentialed Exhibitor Staff

Exhibitor staff arriving at the facility must identify themselves with a photo ID (preferably a valid state issued motor vehicle operator's license) by the Southwest Loading Dock Public Safety Officer. Once positively identified, the Exhibitor will be referred to the Licensee in order to register and receive event credentials.

Parking on Loading Dock Limited to 30 Minutes

Exhibitor staff members parking on the loading dock and displaying their loading dock parking pass on the dashboard of the motor vehicle for the purposes of unloading cargo have a limit of 30 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 30 minute limit and/or who do not properly display a valid loading dock parking pass subject themselves to towing at the vehicle owner/operator's risk and expense.

Positive Means of Identification Required

While inside the facility Exhibitor staff must be in possession of a positive means of identifying themselves with photo identification (ID), preferably a state issued motor vehicle operator's license, etc.

Public Safety Recommendations

The MCCA is not liable for nor does the MCCA carry any insurance on Exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions toward this end:

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.
4. Do not leave your booth unattended during the set-up period.
5. Do not leave exhibit material under tables or displays.
6. Do not include exhibit material in containers to be stored with empties.
7. At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.
8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.

Smoking

The BCEC is a non-smoking facility. Smoking is NOT allowed in the building at any time. Designated smoking areas are located outside the building.

Solicitations

No solicitations or collections in the BCEC, whether for charity or otherwise, shall be made, attempted, or allowed without the prior written consent of the General Manager.

MCCA Services

The BCEC and its contracted entities are the exclusive providers of the following services: food & beverage, cleaning, public safety/security, electrical, medical, business center, telephone, Internet, rigging, the operation of ground-supported crank-ups, plumbing, and the supply of compressed air and gases. Most of these services are available directly to exhibitors and can be provided through the Exhibitor Services Center. They are subject to prices and conditions detailed in our Exhibitor Ordering Guide. Our services can NOT be resold or bundled as a package without prior written approval from the General Manager. Discounts may apply to some services by meeting the advance payment deadlines and conditions notes on the forms.

For rates and additional information, exhibitors should contact our Exhibitor Services Center at (617) 954-2230 or visit our secure online ordering web site at www.massconvention.com.

ATMs

Guests will find ATMs on Level One in the North Lobby and the Food Court and on Level o East.

Audio/Visual Services

The BCEC offers in-house A/V services on a preferred basis with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens, and computer interfaces are available, along with skilled operators. The BCEC features a digital audio system

and extensive use of fiber optic cabling to distribute signals throughout the facility. The BCEC has a clear line of sight to all satellites and dedicated truck parking spaces complete with power and signal distribution. The preferred audio/visual provider is the exclusive provider for the use of the in-house sound systems. All other A/V Companies must bring in a stand-alone speaker system.

Booth Packages

Our services can NOT be resold or bundled as a package without prior written approval from the BCEC General Manager.

Business Center

MCCA in-house vendor (FedEx Kinko's) is the exclusive service provider of the Business Center. From simple documents to complex projects and on-going programs FedEx Kinko's will provide document management solutions to meet your needs. FedEx Kinko's document solutions capabilities include: copying and digital printing, document production, supplies, computer services, electronic file submission, signage, custom printing services, document distribution, notary public services, pack and ship options, FedEx express and ground service, fax service with delivery on incoming messages and desktop/word processing.

Satellite Services

Two downlink dishes are located on the roof of the BCEC. Signals may be distributed to any location in the facility. Both C and Ku bands are available.

The BCEC has a clear line of sight to all satellites and convenient parking spots for uplink and downlink trucks. Power and signal distribution is available at all truck locations. Please contact your Event Services Manager for more details and pricing.

Transportation

Public Transportation

We strongly encourage you to promote public transportation as an efficient transportation option for your attendees and exhibitors. Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or "The T"). A number of excellent public transportation options are available for service to and from the BCEC. South Station, the premier regional transportation center, is a ten minute walk from the front door of the BCEC. Services available at South Station include the MBTA's Red and Silver lines, Amtrak regional service, bus service, and commuter rail.

Additional information about public transportation in Boston can be found on the MBTA's website: http://www.mbta.com.

Information about water taxi service can be found at http://www.citywatertaxi.com.

Taxi Information

MCCA staff will coordinate with the individual taxi cab companies and the Boston Hackney Division for the needs of each event. Assigned staff will manage taxi service logistics. *Level One, North Entrance at 415 Summer Street is the required location for taxi cab drop-off and pick-up*. This taxi stand location will be separate from the other transportation operations for the event.

Taxis will arrive at the designated taxi stand and wait in a short queue for customers as long as necessary for a passenger to board. The only limitation is that the taxis at the end of the queue do not block open lane traffic. Taxis unable to enter the designated curb lane will be required to proceed to the designated taxi pool area and will be called as service requires. The BCEC may create a temporary taxi pool on Northwest Level One. Curbside managers at the designated taxi stand will be in radio contact with monitors at the pool site to dispatch taxis when a steady flow of taxis is required, such as during an event break.

For a complete list of taxi companies and their contact information, please visit the BCEC transportation website.

Parking

The BCEC currently maintains 1,345 parking spaces in the South Parking Lot. There are also 200 parking spaces that are utilized for valet parking. Please keep in mind that there is no 24-hour parking, or overnight parking at the BCEC. For larger events there are nearly 10,000 parking spaces at nearby parking facilities that could be used to create "blocks" of parking for BCEC events. The parking element of the Transportation Plan will describe the use of these parking resources. The Plan will seek to minimize displacement of parkers from existing facilities and parking-related impacts in the South Boston residential neighborhood.

ADA Parking

If valet service is available for the event, those attendees that are driving themselves can park with valet. Those wishing to park their own vehicles will be directed to park in the ADA area in the South Parking Lot, in the rear of the facility. From there, they can take a handicap-accessible sidewalk to Level Zero, where they can enter the BCEC through the Southeast lobby.

Valet Parking

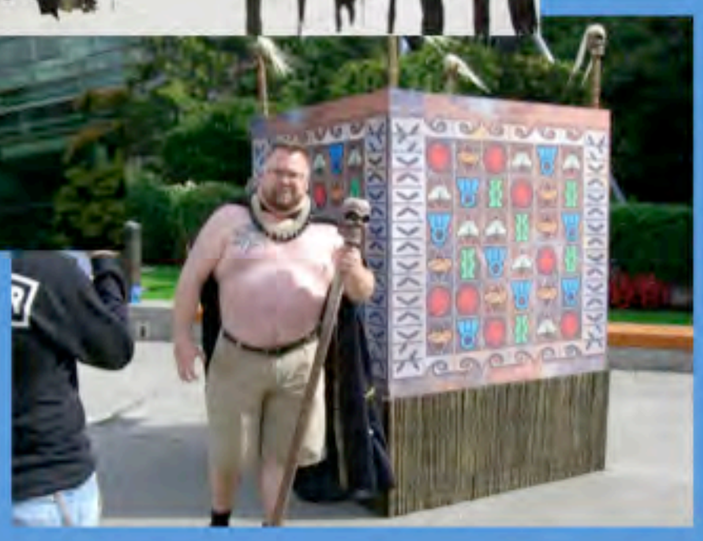
The MCCA may have valet parking services available at the BCEC. The permanent location of valet parking is on the east side of the North Plaza. Please note that the valet parking lot capacity is limited, and the service will be closed once this lot has filled.

Parking Options and Directions

Motorists can find the BCEC by using the highway ramps from I-90 and I-93 that are conveniently located in the South Boston Waterfront area. South Boston Waterfront parking lots can also be easily accessed from these highways. Directions and appropriate temporary directional signs placed in the local street network will be provided to guide event attendees to off-site parking facilities that support a BCEC event. These signs will be placed at the direction and expense of the Licensee and will be designed to complement permanent directional signs that are in place to direct motorists to the BCEC. The Licensee will distribute directions to parking areas to event attendees with the purpose of keeping motorists on the highway system prior to entering the South Boston Waterfront.

PAX Custom Event and Promotion Design by Lone Shark Games, Inc.

Lone Shark Games, Inc. is Penny Arcade Expo's favorite source of one-of-a-kind promotions throughout our convention hall.
If you want an event for all the attendees, a custom bag stuffer, or an alternate reality game at PAX, call the Sharks. These guys did.



UNCHARTED LIVE

Client: Sony's Playstation division
Theme: Outdoor recreation of an ancient Mexican city on the plaza
Features:

- 24-foot climb to reach a puzzle
- machine gun tent
- islands of mercenary treasure
- sun-god temple block puzzle
- maps and tickets for all attendees
- thousands of keys to unlock a chest

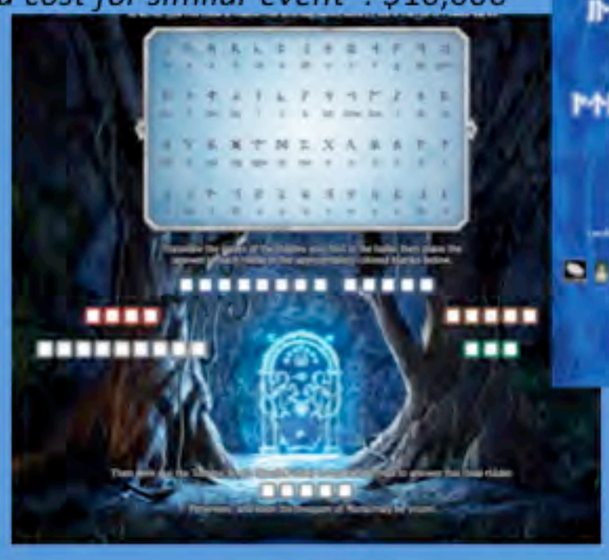
Estimated cost for similar event:* $70,000

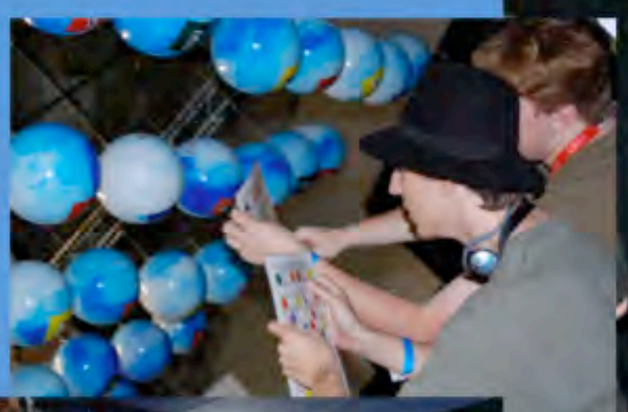
LORD OF THE RINGS RIDDLES

Client: Turbine, Inc.
Theme: Ringing the convention with clever riddles translated into the Dwarven script
Features:

- banners of custom Dwarven riddles
- saturation through the convention hall
- translation ad in program book

Estimated cost for similar event:* $10,000





X BLADES LIVE

Client: SouthPeak Interactive
Theme: Creation of a dungeon environment packed with demons
Features:

- overhead sky-ball rune maze
- ring toss around demon stand-ups
- fireball throwing into demon mouths
- demonic riddlemaster
- freeing a demon-possessed captive
- soul tattoos for all participants

Estimated cost for similar event:* $50,000

CHAMPIONS ONLINE LAUNCH

Client: Cryptic Studios
Theme: Superhero-HQ gathering at the Seattle Public Library
Features:

- wanted-poster game
- masks & ID cards for all attendees
- superhero-themed food
- superheroes handing out invites

Estimated cost for similar event:* $40,000

GUILD WARS LIVE

Client: ArenaNet/NC Soft
Theme: Division of the convention into two warring factions
Features:

- faction ribbons for all attendees
- physical tests like blowgun evasion
- mental challenges like spell sudoku
- mapboard tracking faction progress
- NPCs with question marks overhead
- custom-designed temple walkway

Estimated cost for similar event:* $35,000

LONESHARKGAMES
game & event design studio

HOW TO BOOK YOUR CUSTOM EVENT OR PROMO AT PAX

Book your custom events and promotions by contacting Lone Shark's Mike Selinker at 425-430-9964 or **mike@lonesharkgames.com**
You can get more details at **http://www.lonesharkgames.com**
(see the video of the Sony Uncharted event)
**Design fees are variable by event and may not include costs of space, prizes, or collateral.*